HRBEN
BENEFITS ADMINISTRATION

Chapter 6
Adjustment Reasons

AASIS Support Center, DiAnnette Scott
July'04, Revised to V5.0

Additional Adjustment Reason - Overview

Adjustment Code	Adjustment Reason
DDEP	Deceased Dependent
DIV	Divorce
INED	Ineligible Dependent
CANC	Cancellation
FSC	Family Status Change
HIP	HIPAA
TTFT	Transfer to Full Time
RERE	Rehire
MISC	Miscellaneous
HIRE	New Hire Enrollment
JOB	Transfer (RTR Plan)
JOB1	Transfer (All Plans)
LF1E	Return From LWOP
REDH	Reduction in Hours

Five Adjustment Reasons have been created to better identify changes that qualify for COBRA extension. Process augments Family Status change procedures for Agency Benefits representatives. Proper use of these adjustment reasons will insure that accurate information is sent to EBD for use in processing COBRA events, and transmitting information to the Health vendors.

DDEP – *Deceased Dependent*. Use first day of the month after the death of the dependent. Nightly batch will recalculate to correct pay period for beginning of new deductions.

DIV – *Divorce*. Use first day of the month after the event. Nightly batch will recalculate to correct pay period.

INED – *Ineligible Dependent*. Use first day of the month after the event. Nightly batch will recalculate to correct pay period. (ex. Non-student dependent over the age of 19, married dependent)

CANC – *Cancellation*. For employee cancellation. Also, use for cancellation of a dependent on a post-tax Plan or an employee canceling a dependent during open-enrollment. Use last day of employee's coverage (end of month). Nightly batch will recalculate to correct pay period.

REDH – *Reduction in Hours*. Employee's work hours reduced and employee is no longer eligible for benefits..

Demonstration

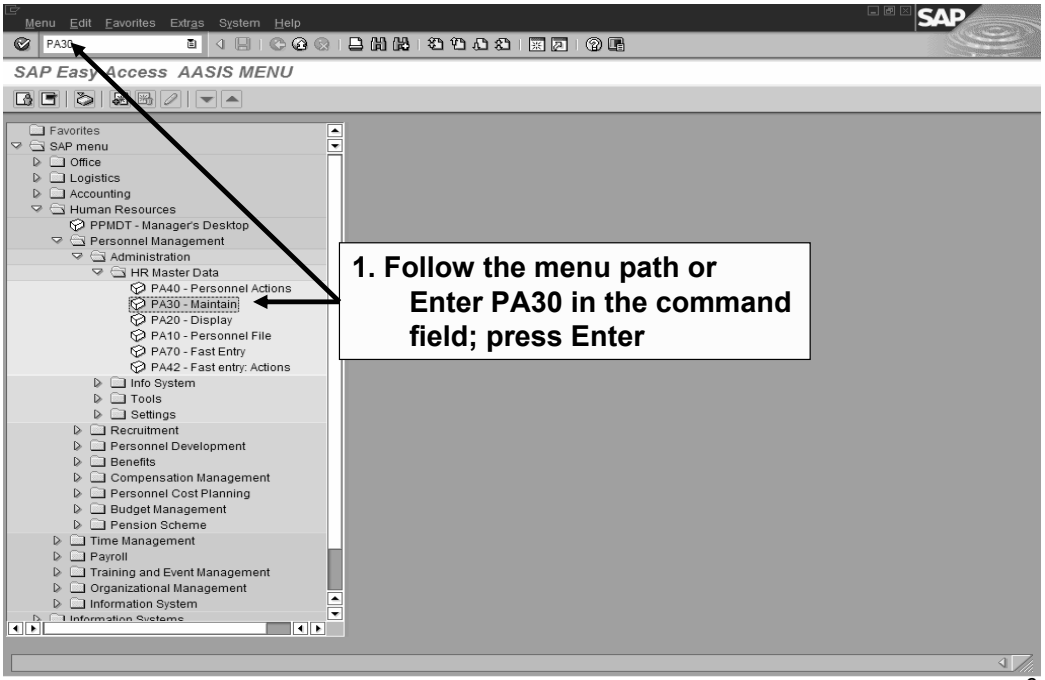
Adjustment Reason:

(Ineligible or Deceased Dependent)

Human Resources > Personnel Management > Administration > HR Master Data >Maintain
(**PA30/HRBEN0001**)

Adjustment Reason

Ineligible or Deceased Dependent

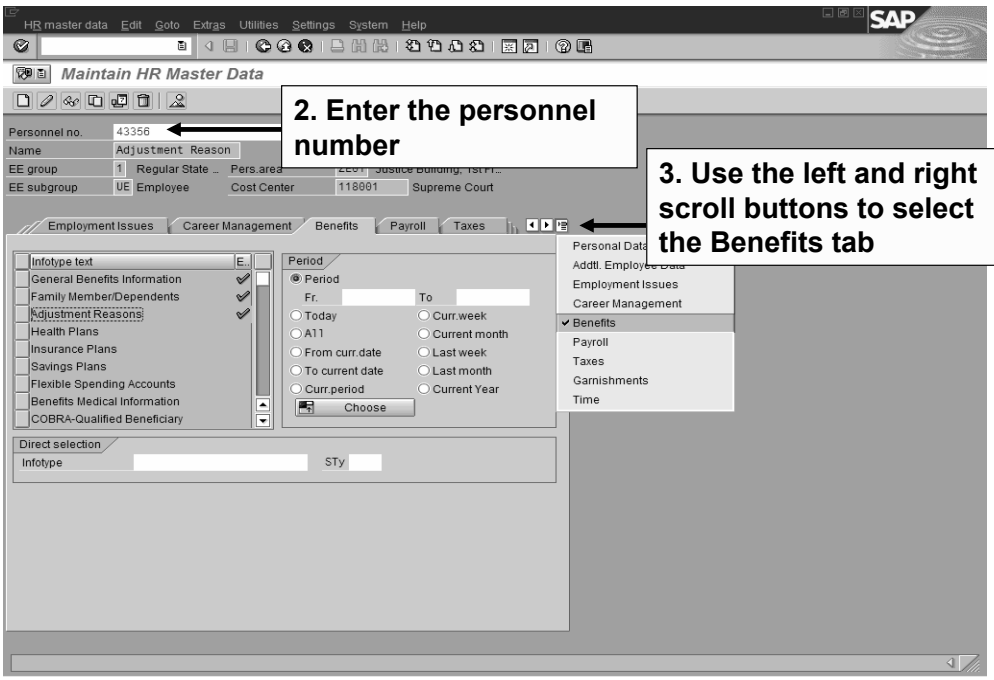


Menu Path: Human Resources>Personnel Management>HR Master Data>PA30(Maintain)

PA30 (Maintain Master Data) should be used by the Benefits Specialist to Create the Adjustment Reason.

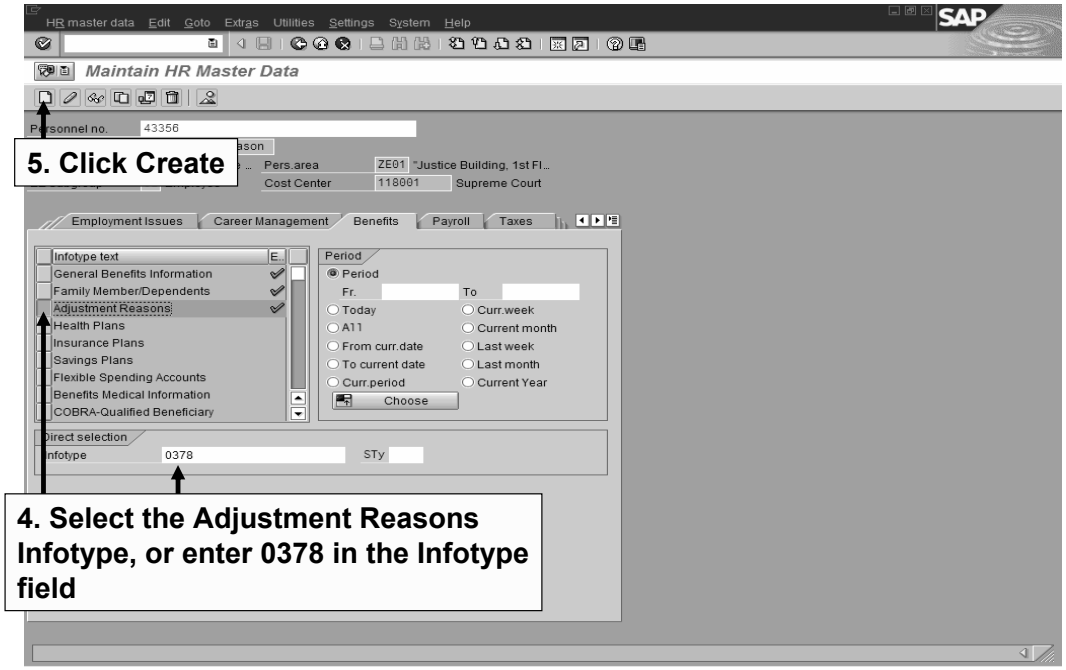
Adjustment Reason

Ineligible or Deceased Dependent



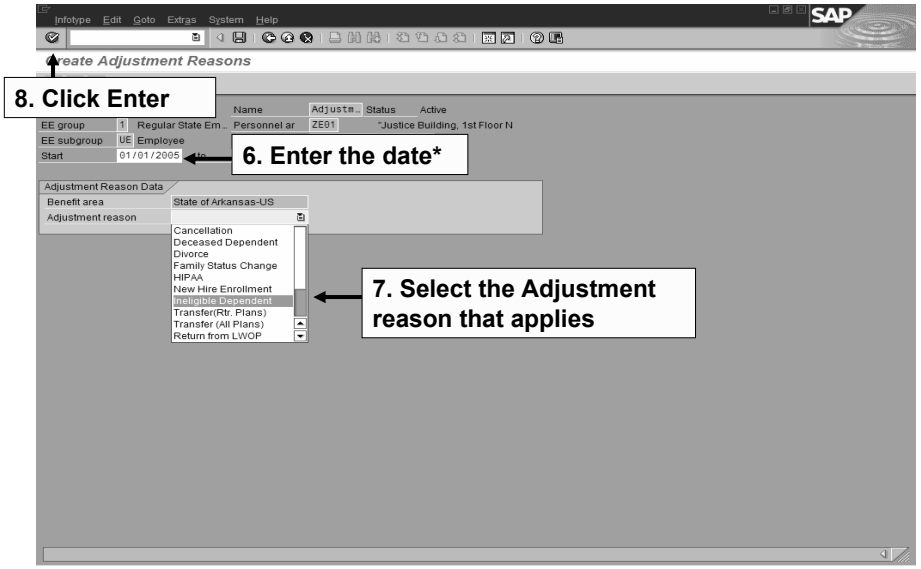
Adjustment Reason

Ineligible or Deceased Dependent



Adjustment Reason

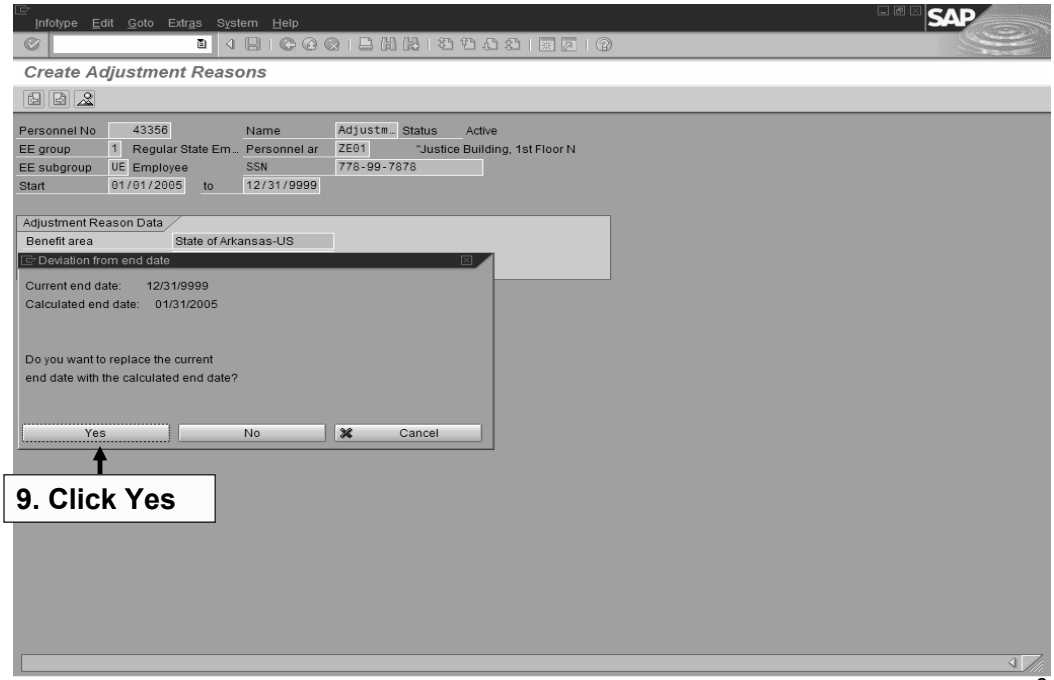
Ineligible or Deceased Dependent



- ***The date will be the first day of the month after the event occurred.

Adjustment Reason

Ineligible or Deceased Dependent



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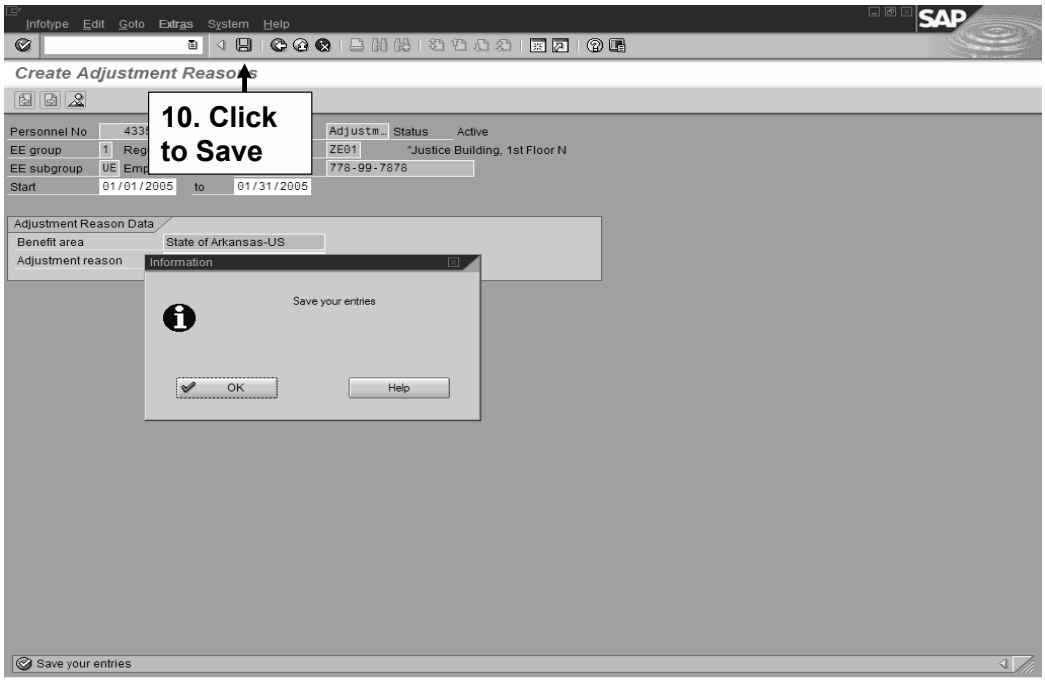
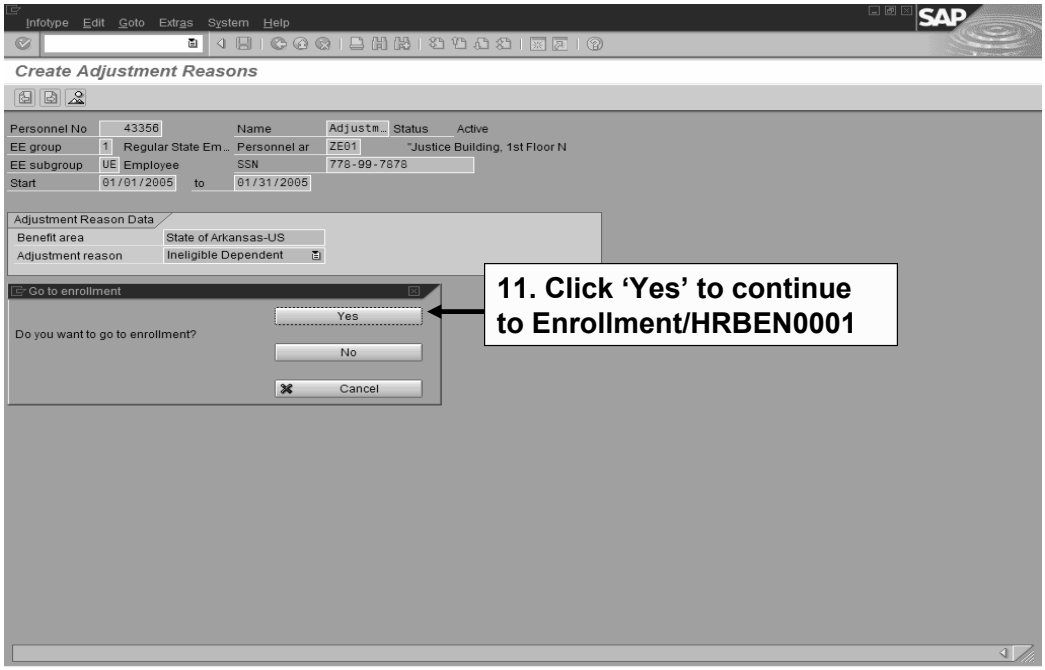
Ineligible or Deceased Dependent



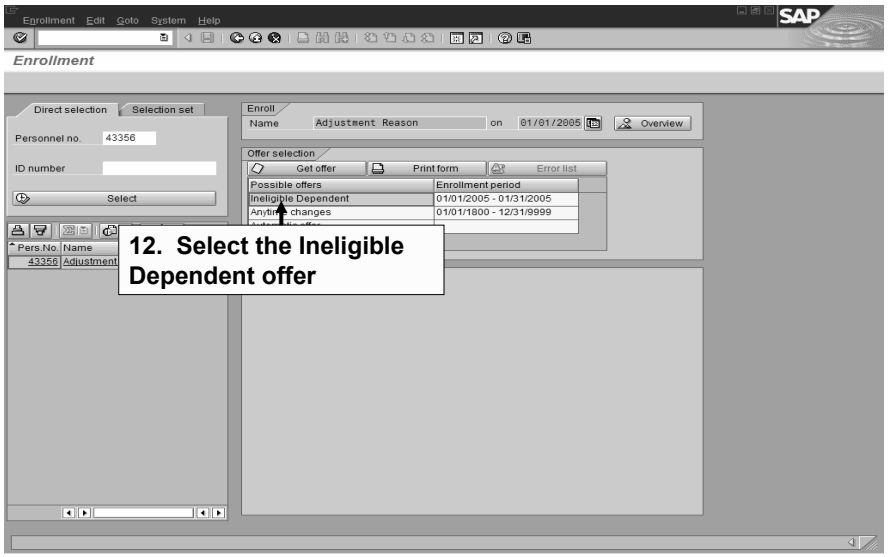
Adjustment Reason

Ineligible or Deceased Dependent



Adjustment Reason

Ineligible or Deceased Dependent



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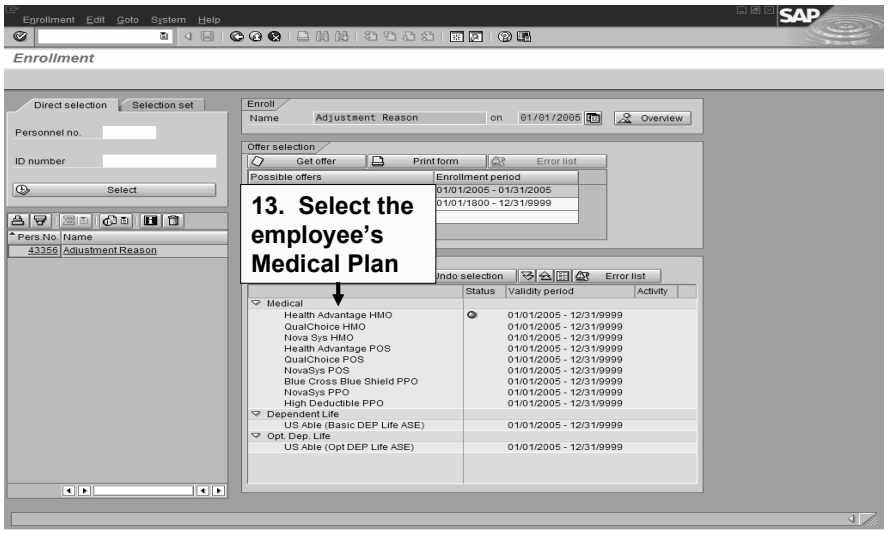
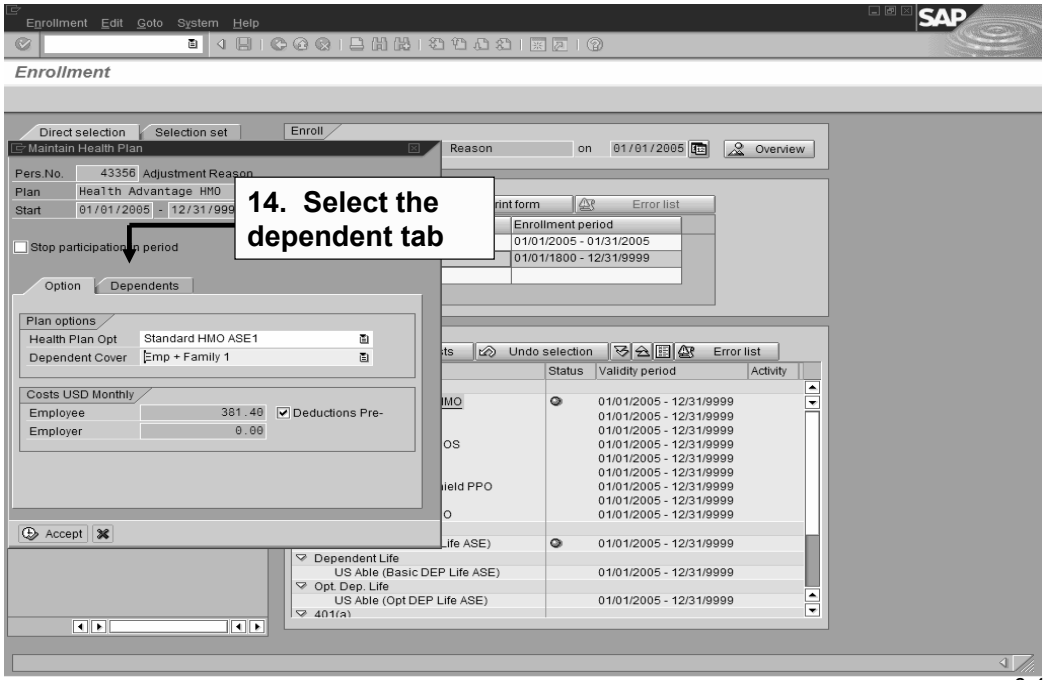
Ineligible or Deceased Dependent



Adjustment Reason

Ineligible or Deceased Dependent



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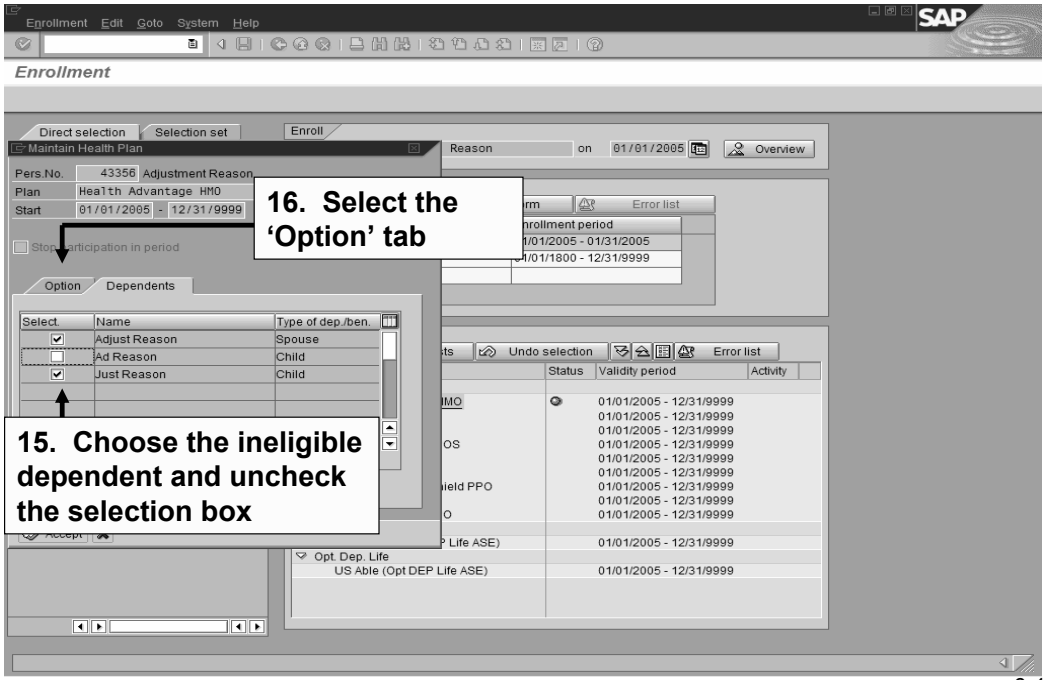
Ineligible or Deceased Dependent



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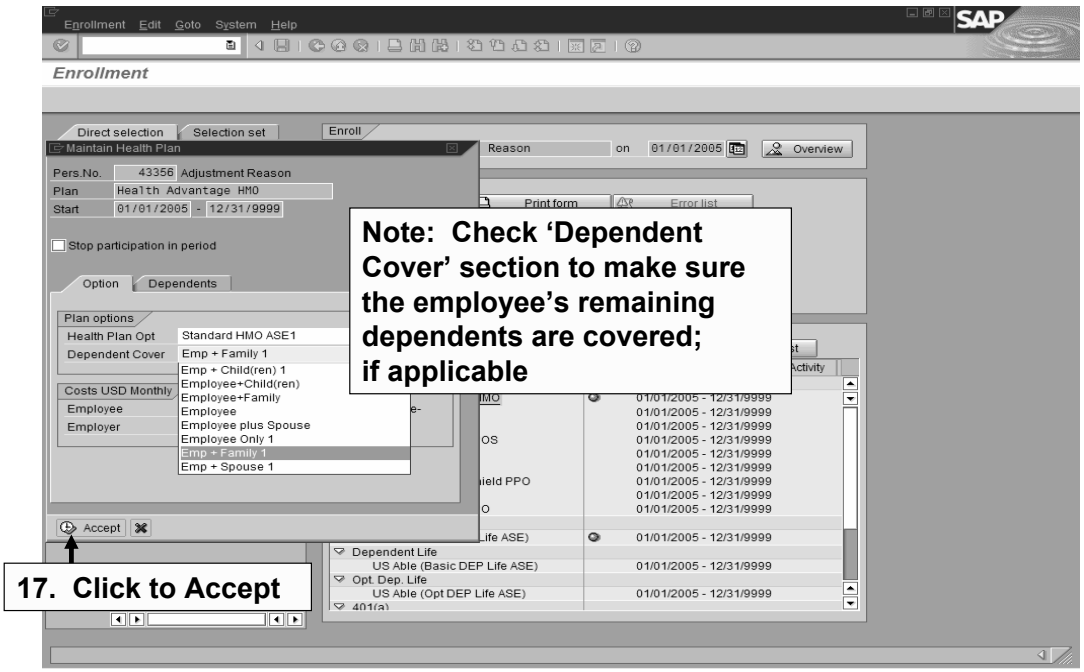
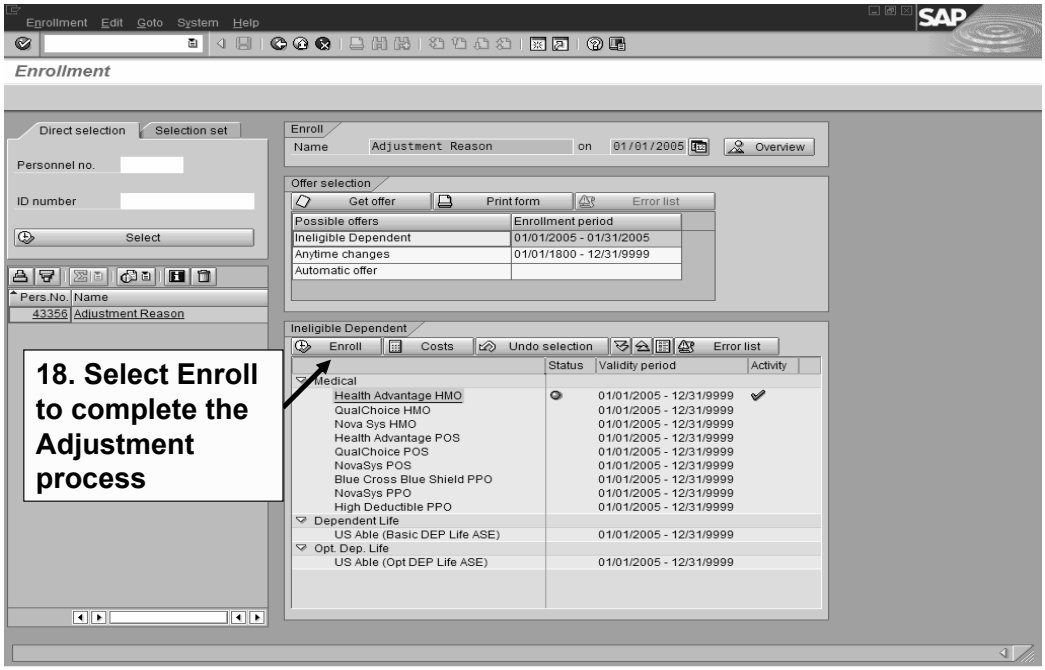
Ineligible or Deceased Dependent



Adjustment Reason

Ineligible or Deceased Dependent



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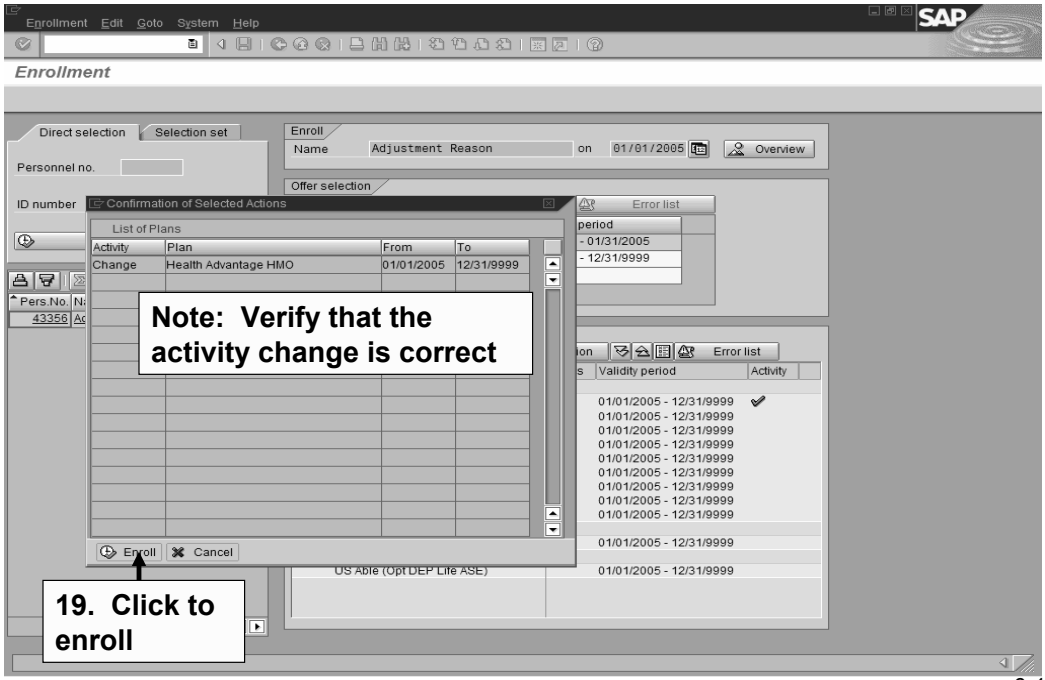
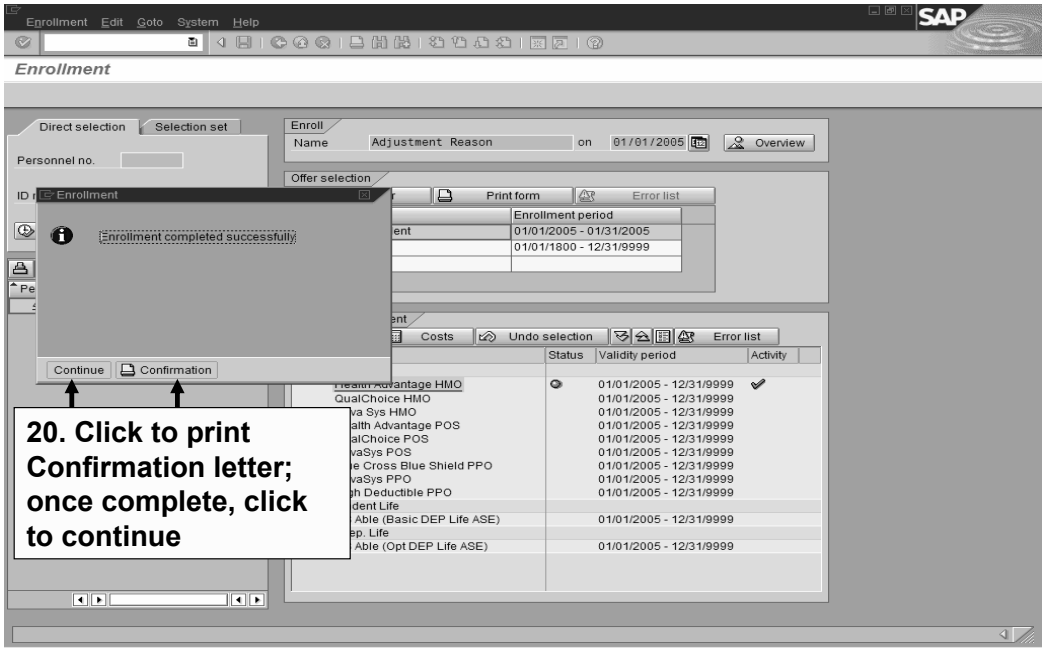
Ineligible or Deceased Dependent



Adjustment Reason

Ineligible or Deceased Dependent



Demonstration

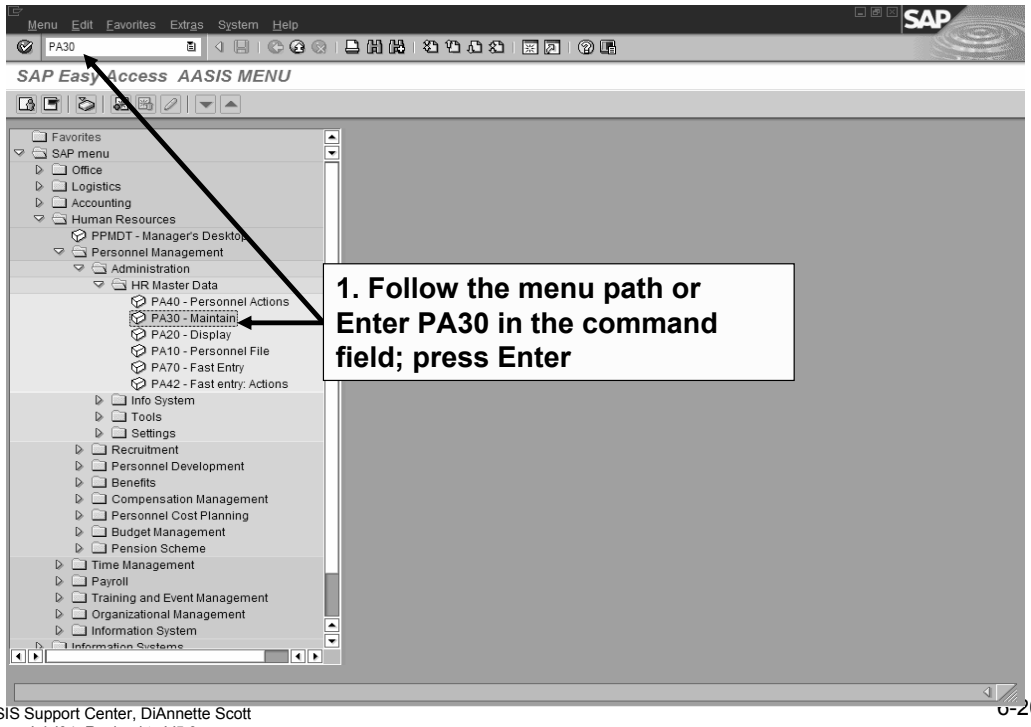
Adjustment Reason:

(Divorce)

Human Resources > Personnel Management > Administration > HR Master Data >Maintain
(**PA30/HRBEN0001**)

Adjustment Reason

Divorce

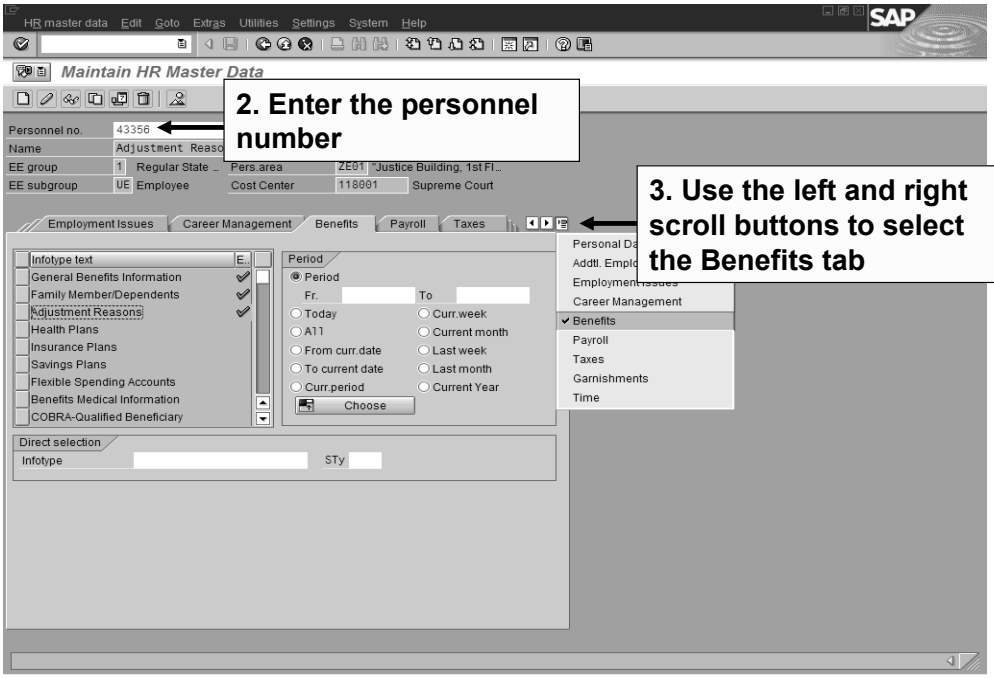


Menu Path: Human Resources>Personnel Management>HR Master Data>PA30(Maintain)

PA30 (Maintain Master Data) should be used by the Benefits Specialist to Create the Adjustment Reason.

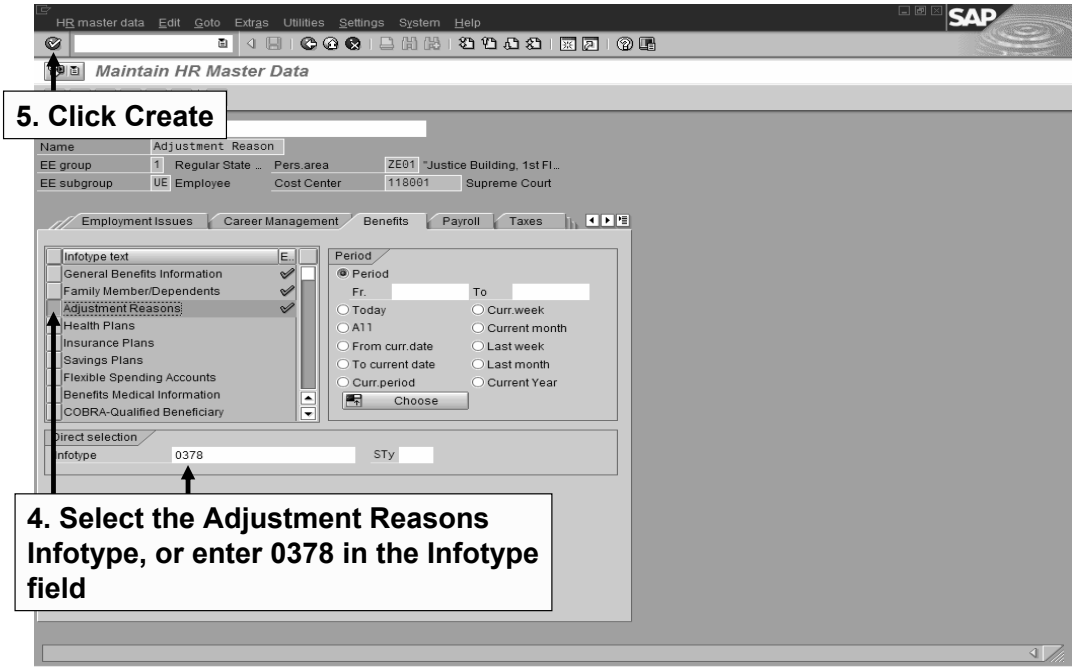
Adjustment Reason

Divorce



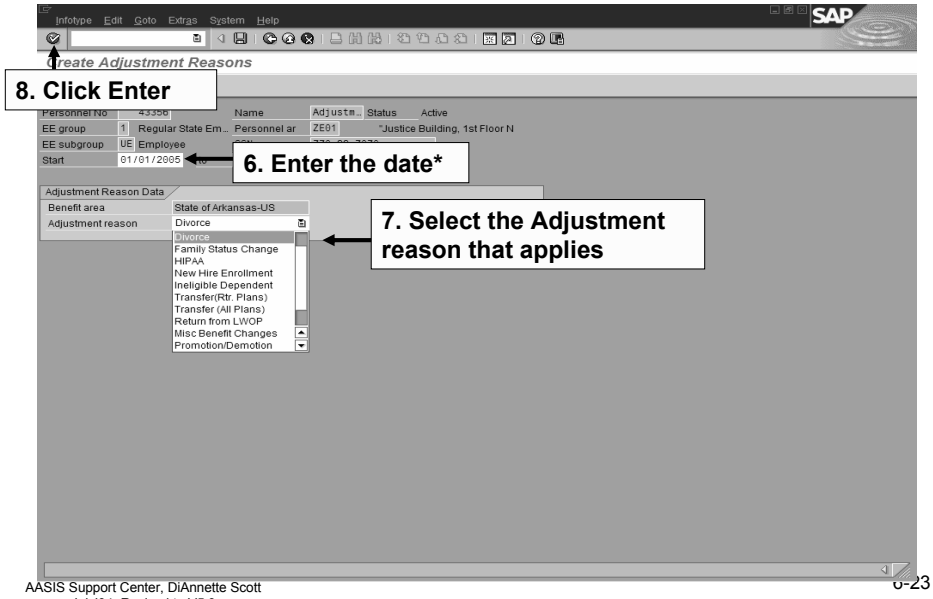
Adjustment Reason

Divorce



Adjustment Reason

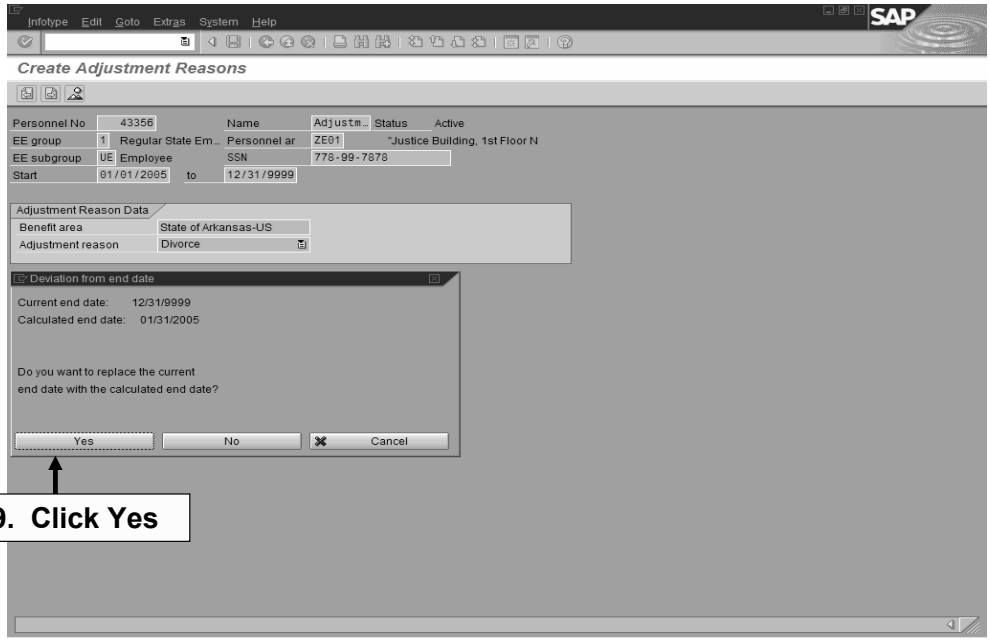
Divorce



***Date should be first of the month following the event.**

Adjustment Reason

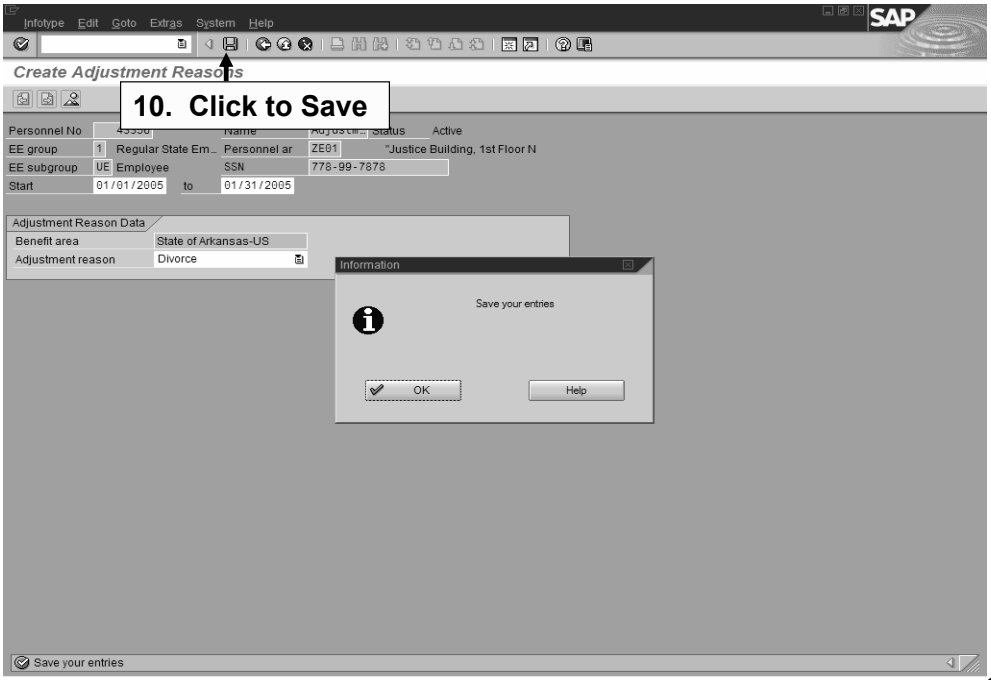
Divorce



9. Click Yes

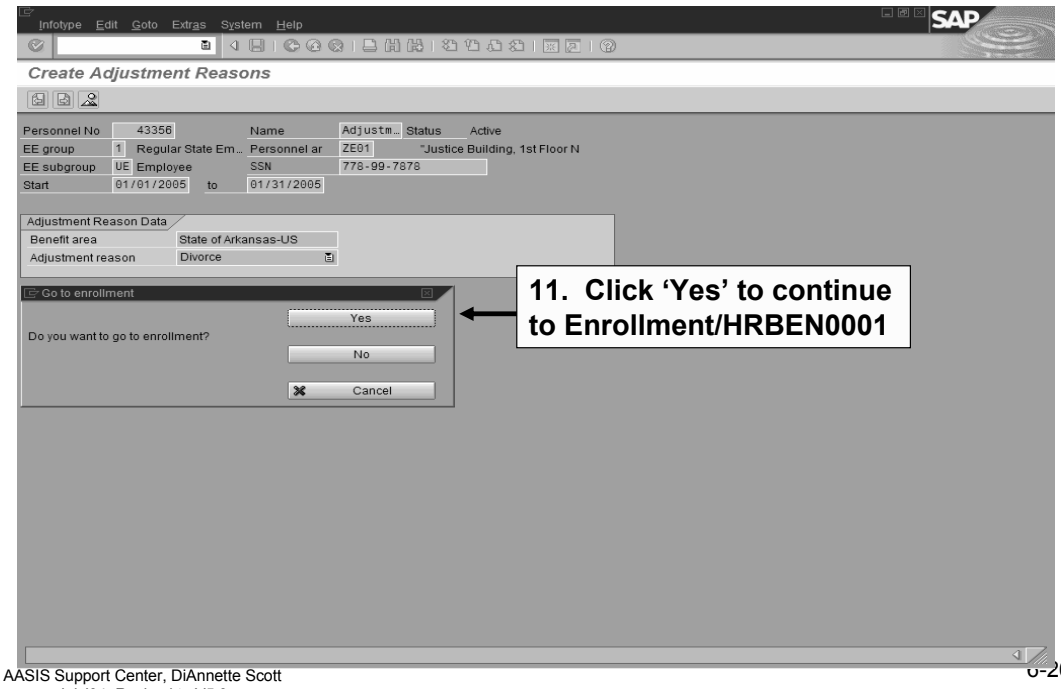
Adjustment Reason

Divorce



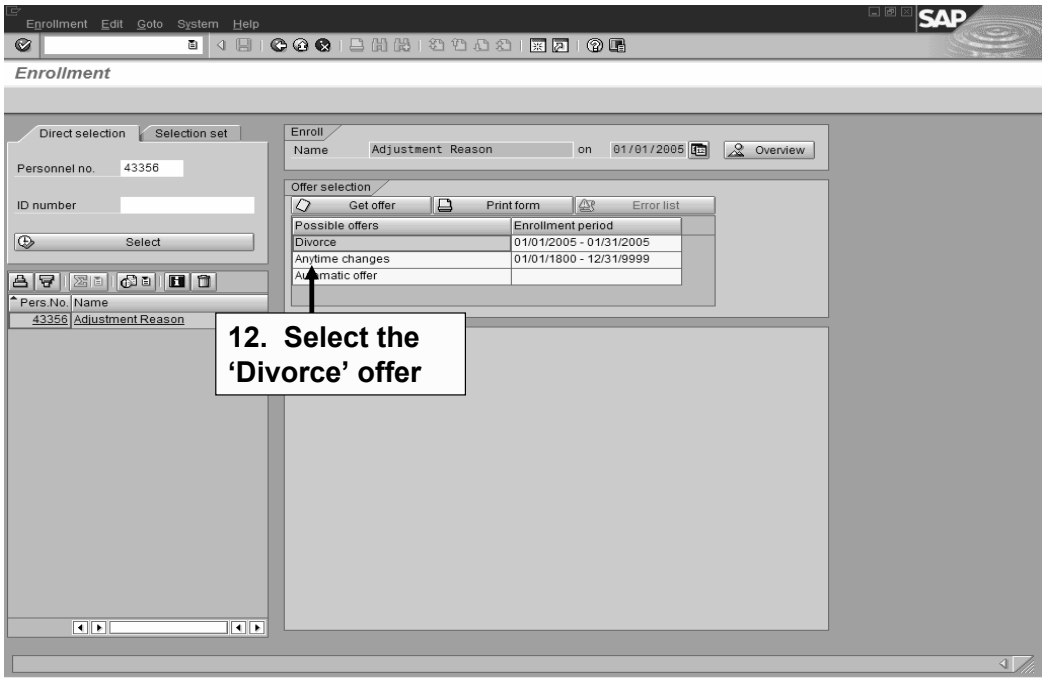
Adjustment Reason

Divorce



Adjustment Reason

Divorce



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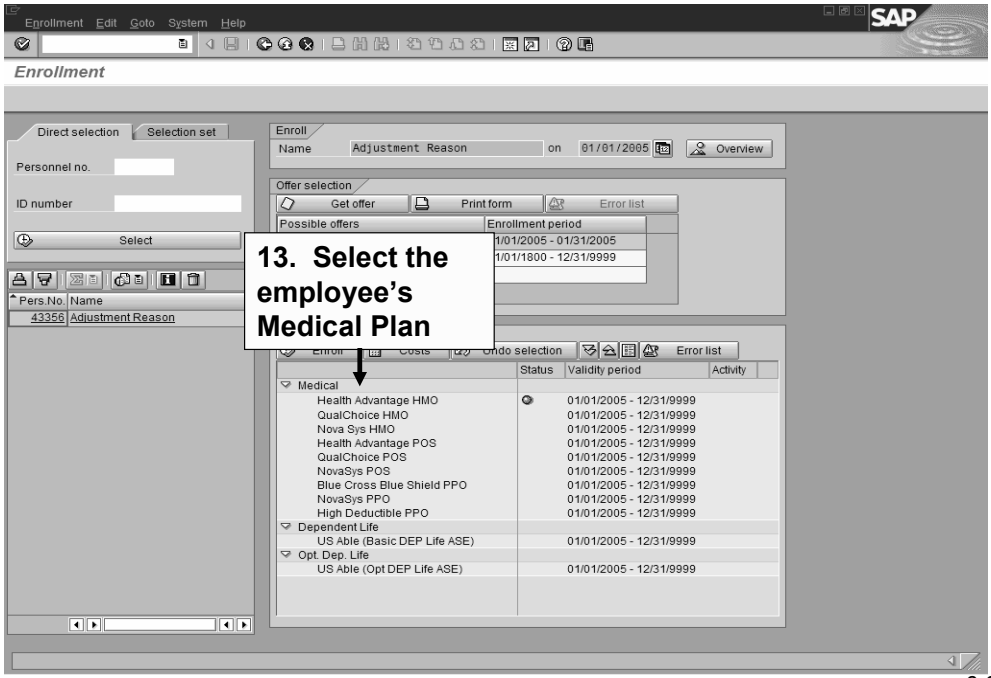
Divorce



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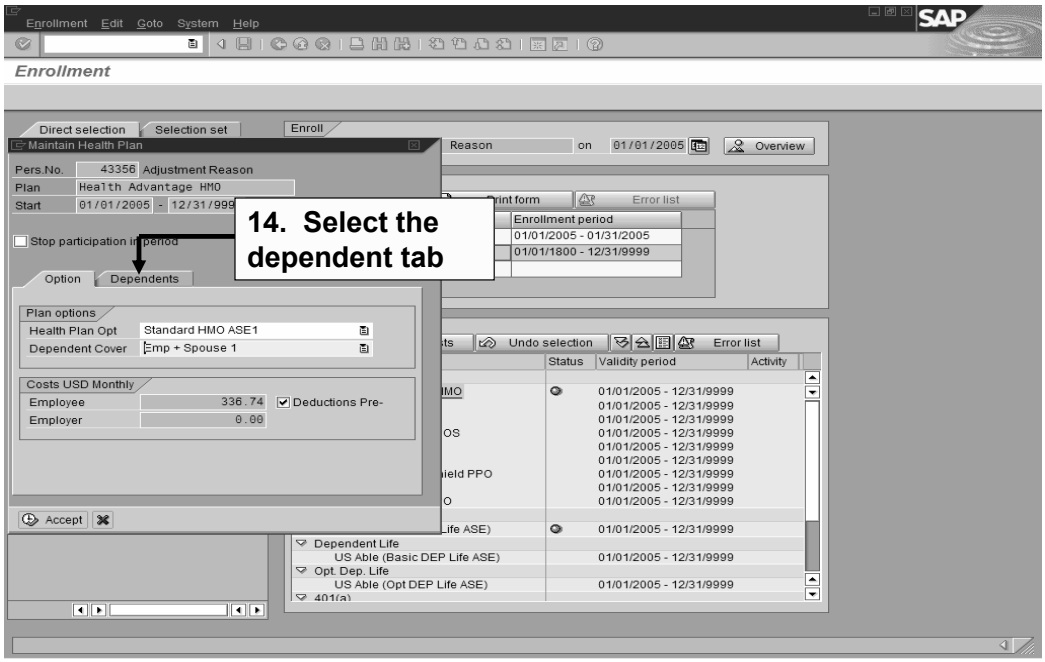

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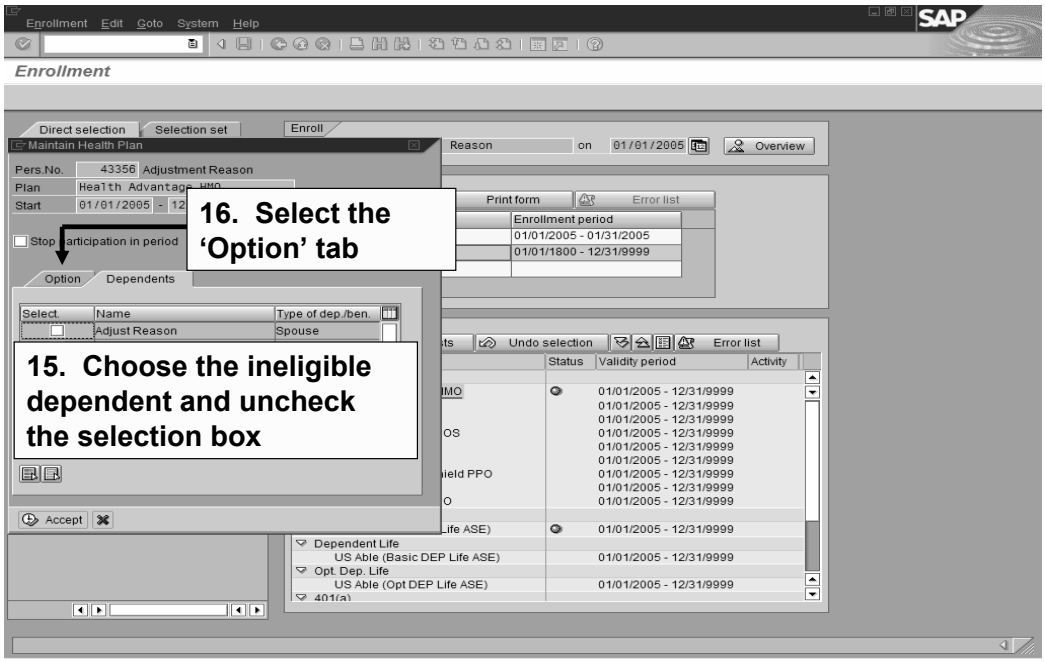

Adjustment Reason

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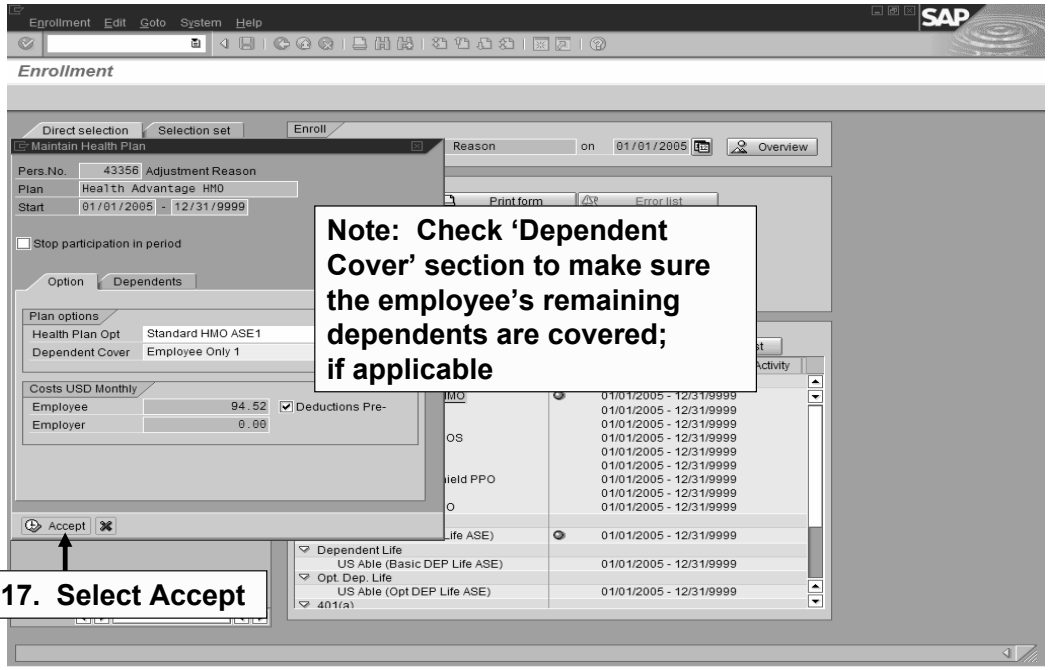
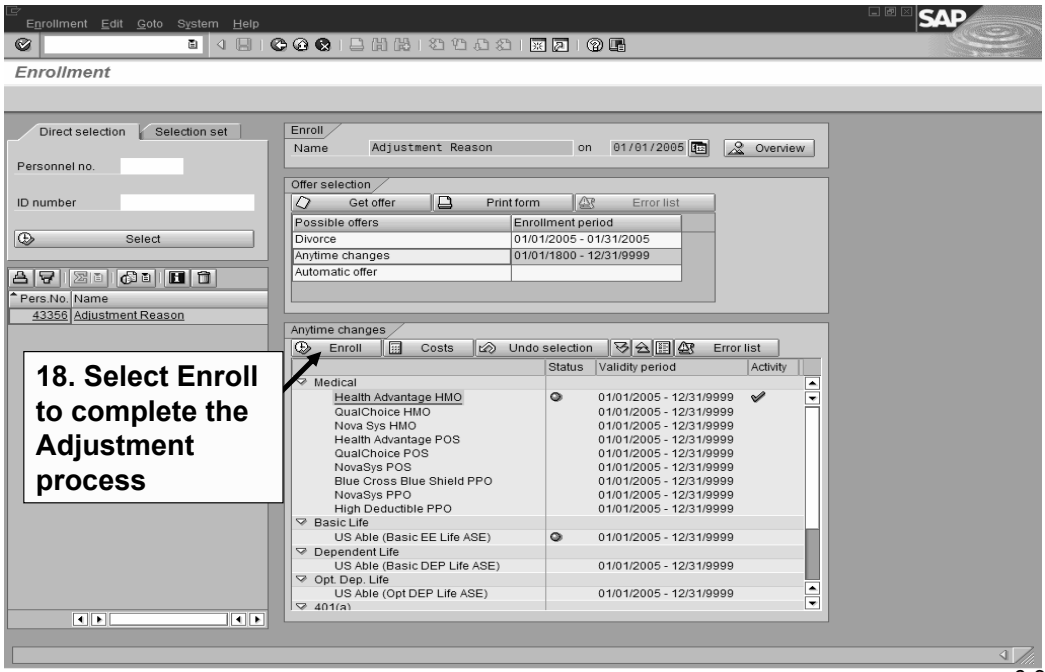


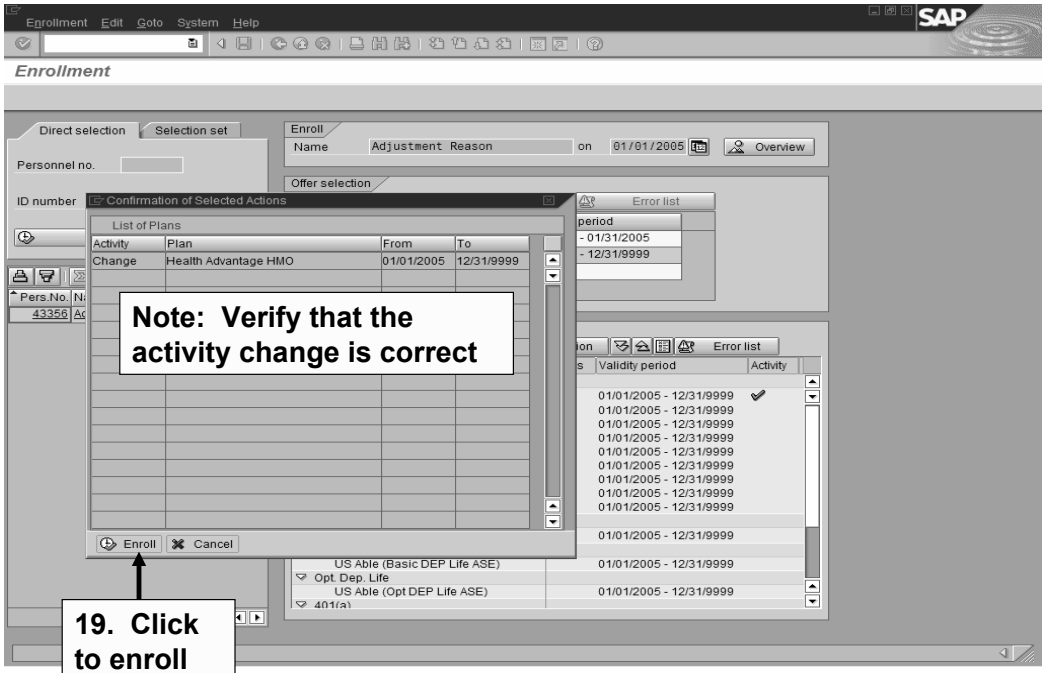
Adjustment Reason

Divorce



Adjustment Reason

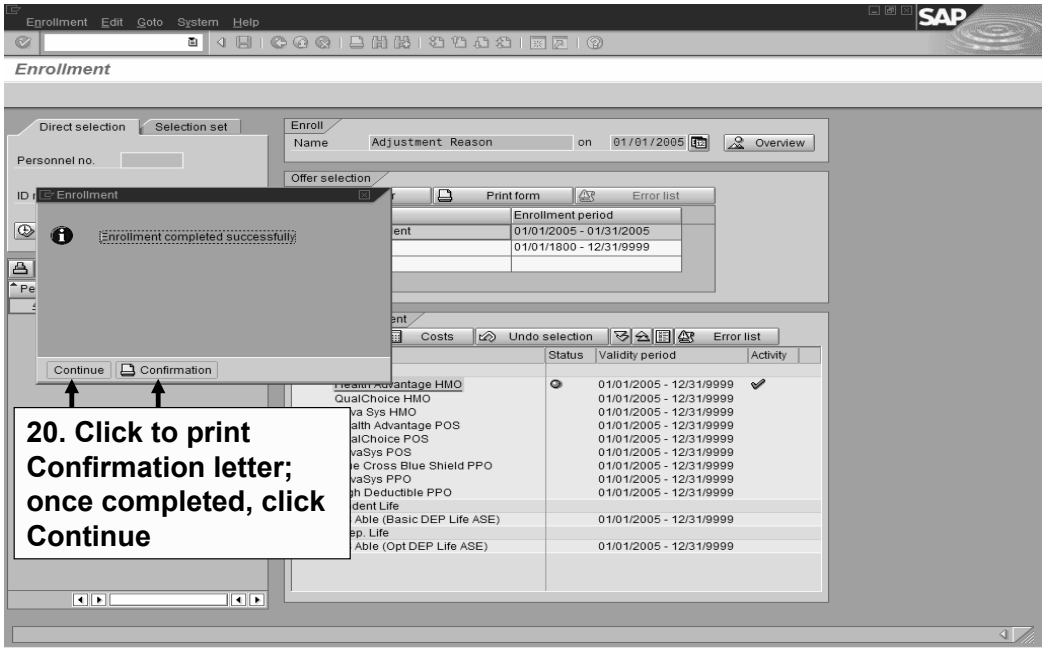
Divorce



AASIS Support Center, DiAnnette Scott
July'04, Revised to V5.0

Adjustment Reason

Divorce



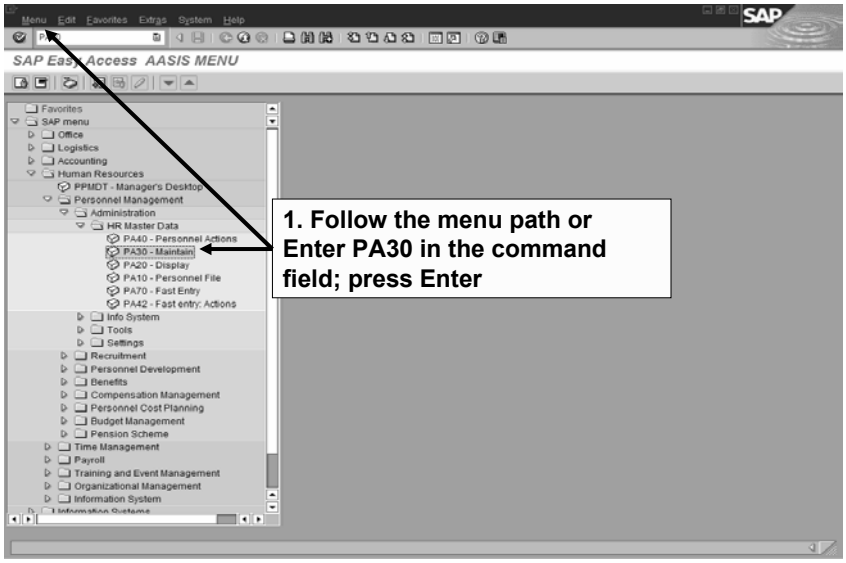
Demonstration

- **Adjustment Reason:**

  (Cancellation)

  Human Resources > Personnel Management > Administration > HR Master Data >Maintain (**PA30**)

Adjustment Reason
Cancellation

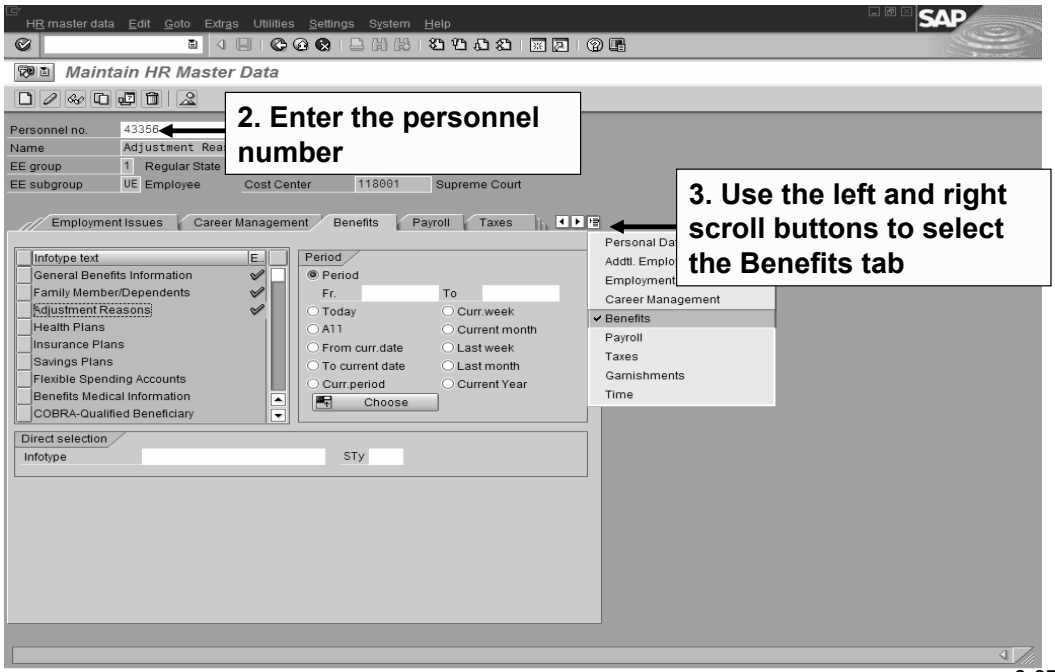


Menu Path: Human Resources>Personnel Management>HR Master Data>PA30(Maintain)

PA30 (Maintain Master Data) should be used by the Benefits Specialist to Create the Adjustment Reason.

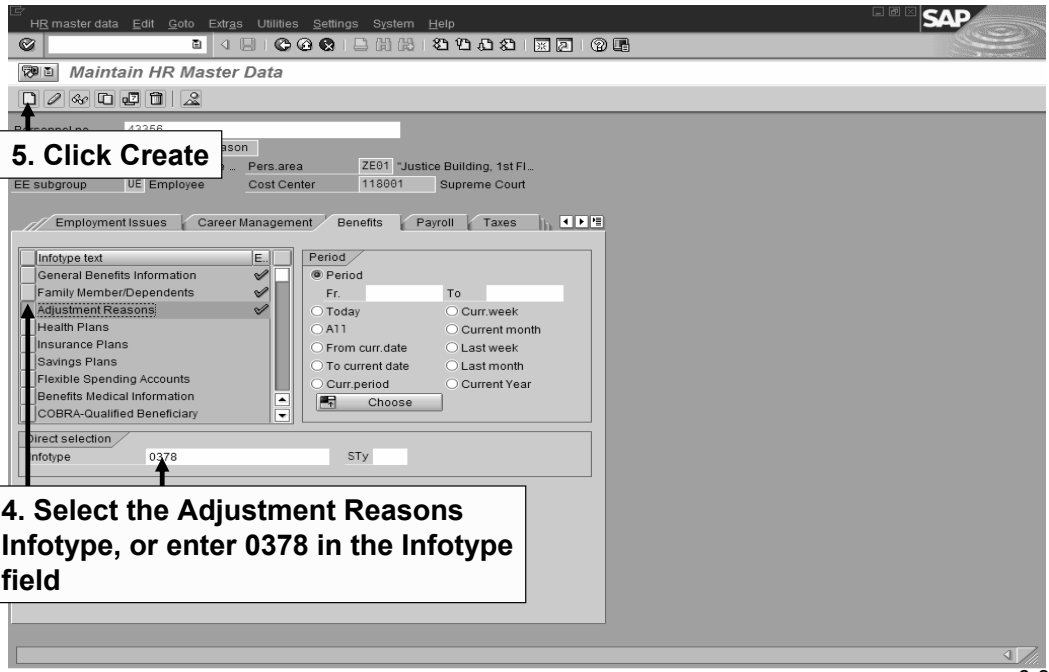
Adjustment Reason

Cancellation



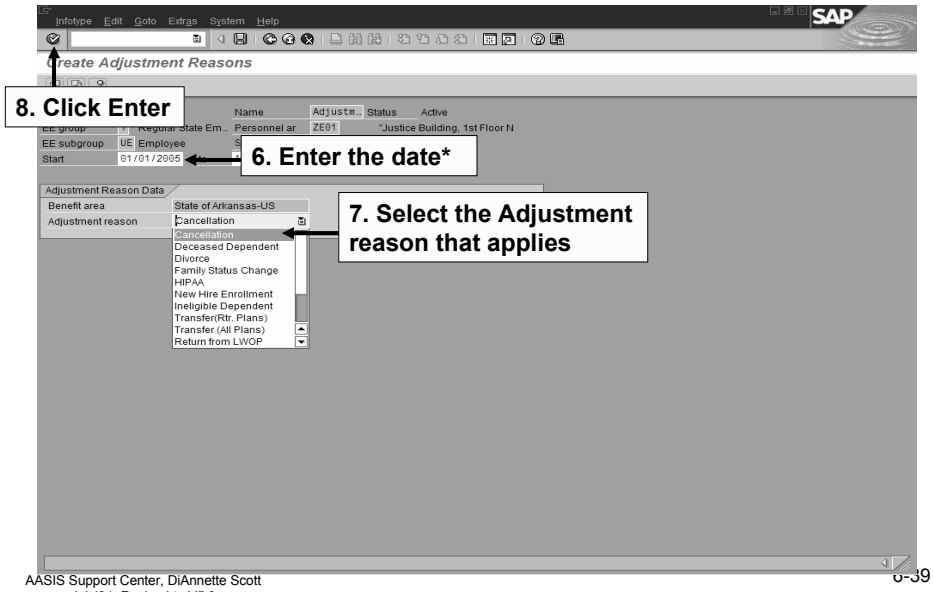
Adjustment Reason

Cancellation



Adjustment Reason

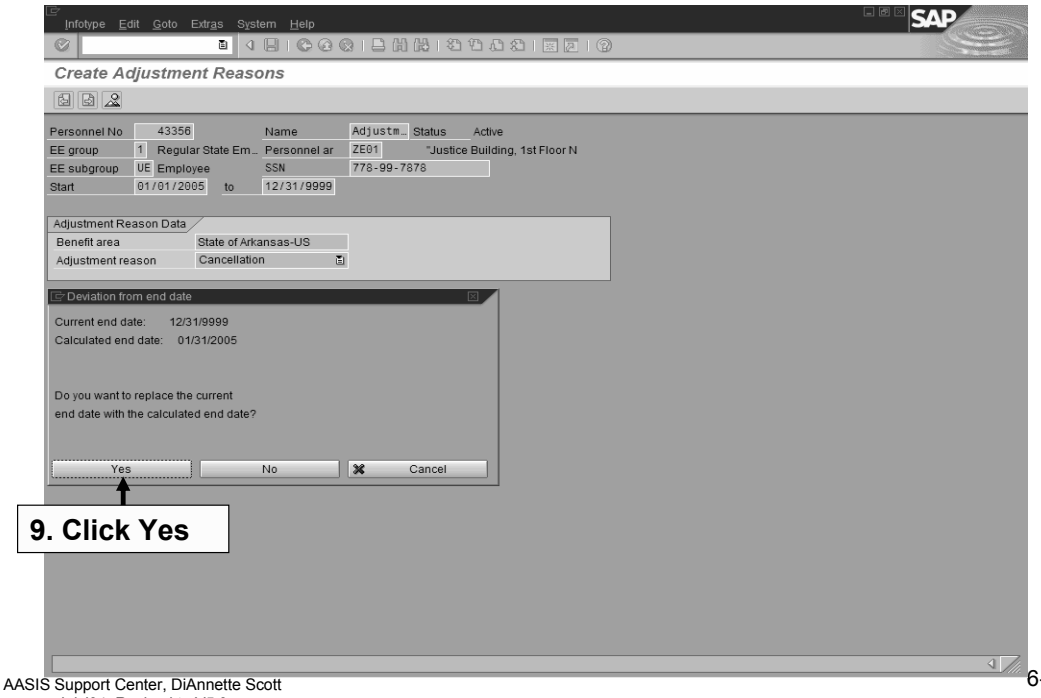
Cancellation



*Note: The date for Cancellation will be the 1st of the month after the end of coverage..

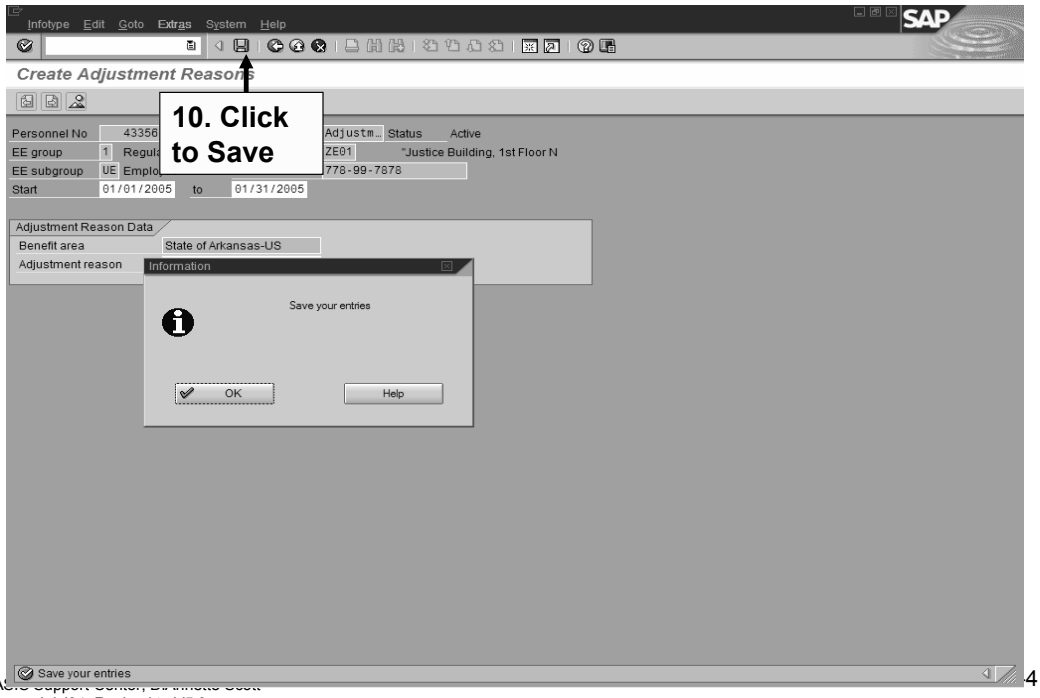
Adjustment Reason

Cancellation



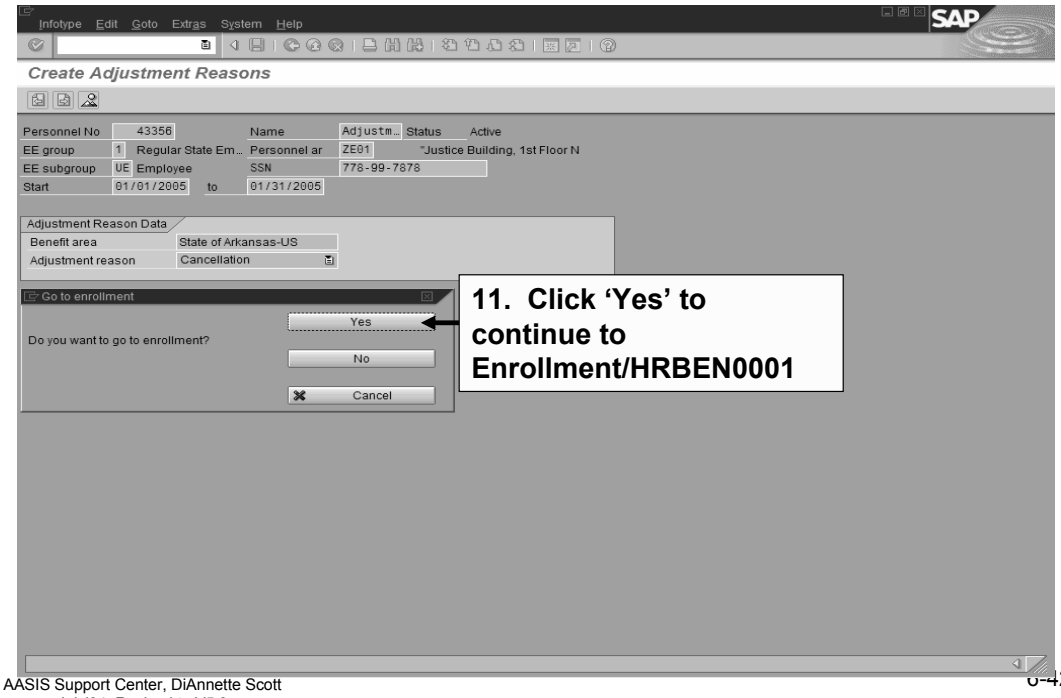
Adjustment Reason

Cancellation



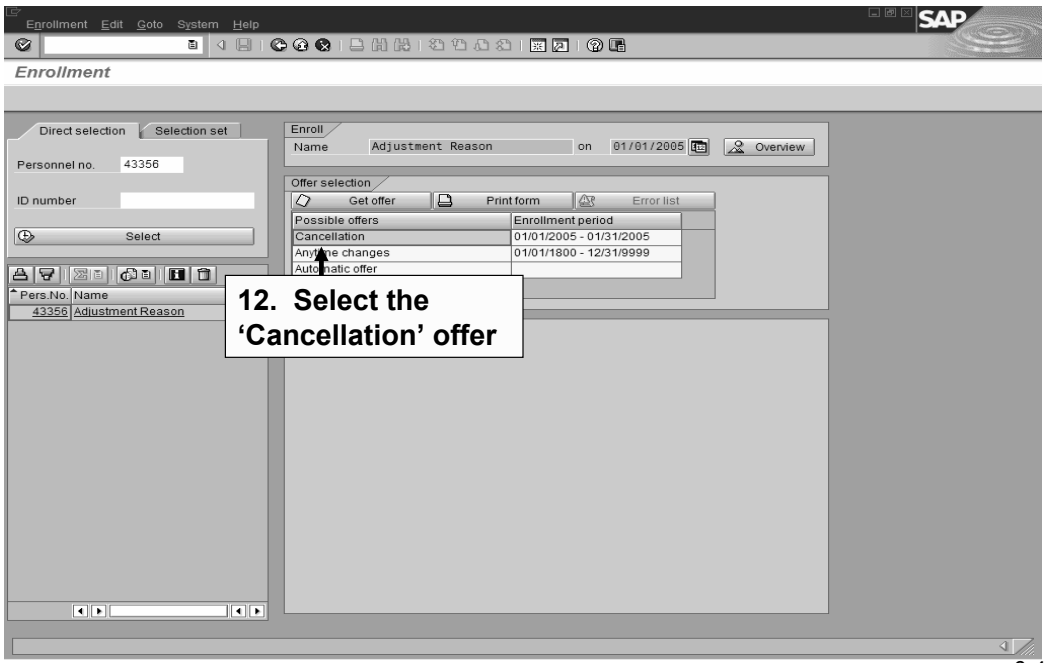
Adjustment Reason

Cancellation



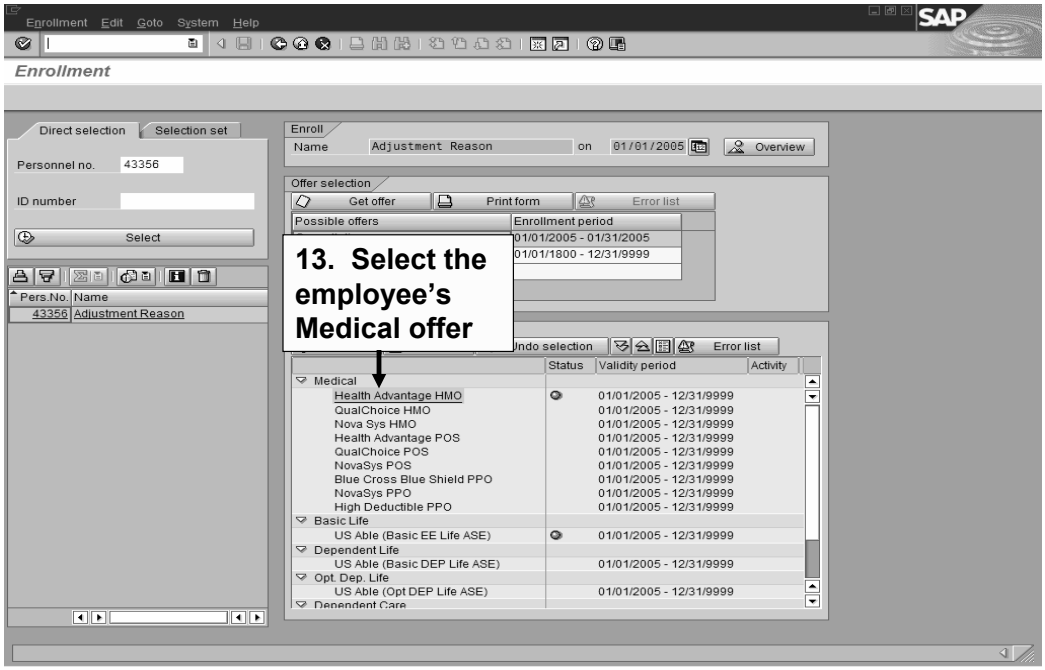
Adjustment Reason

Cancellation



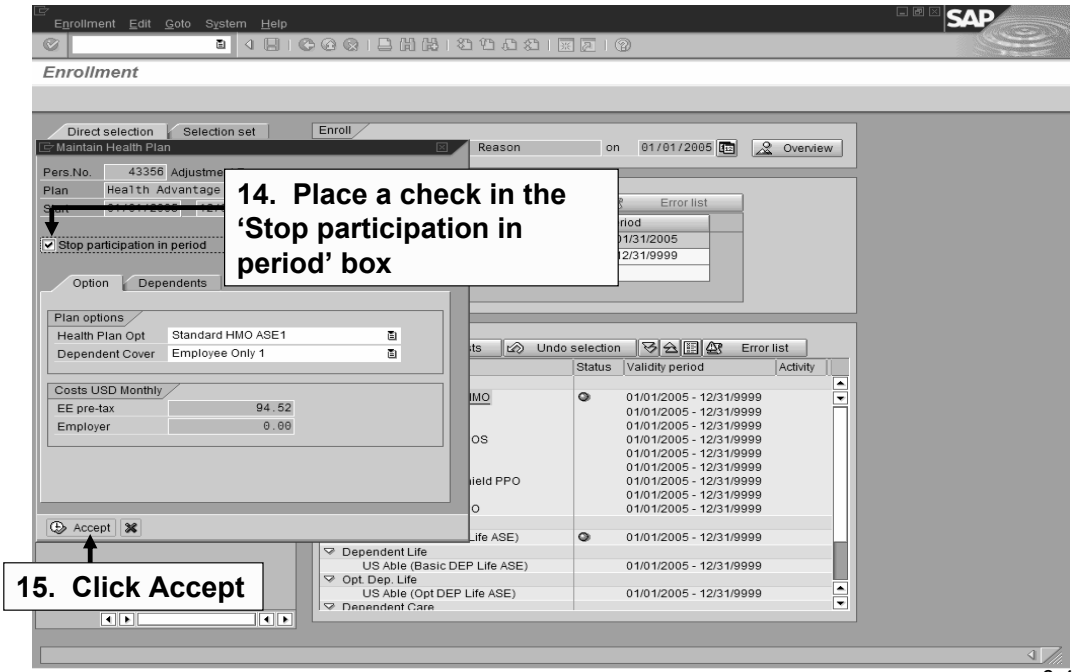
Adjustment Reason

Cancellation



Adjustment Reason

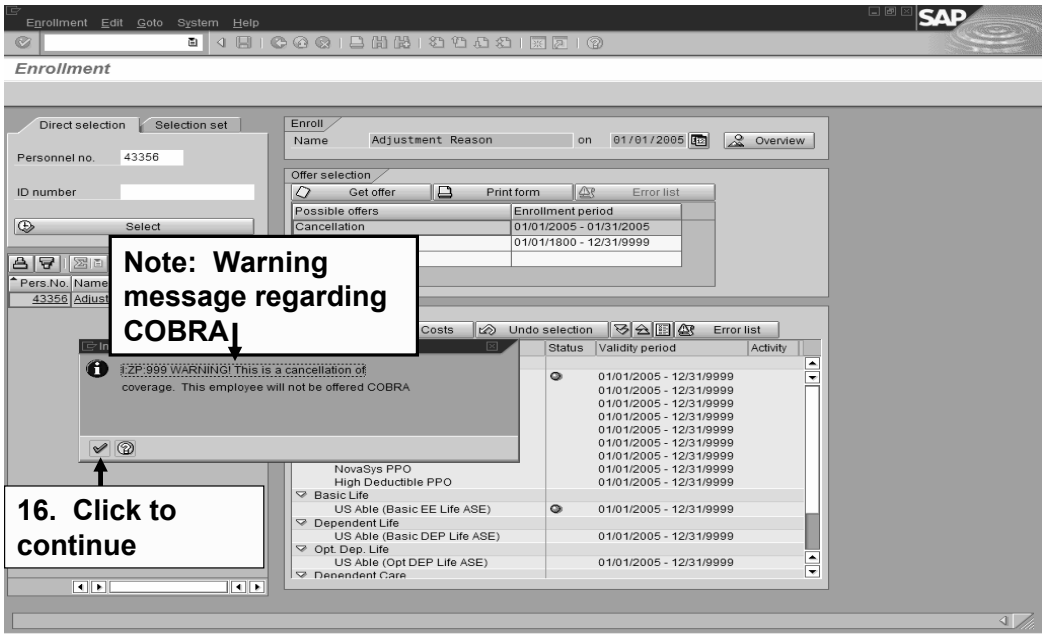
Cancellation



6-45

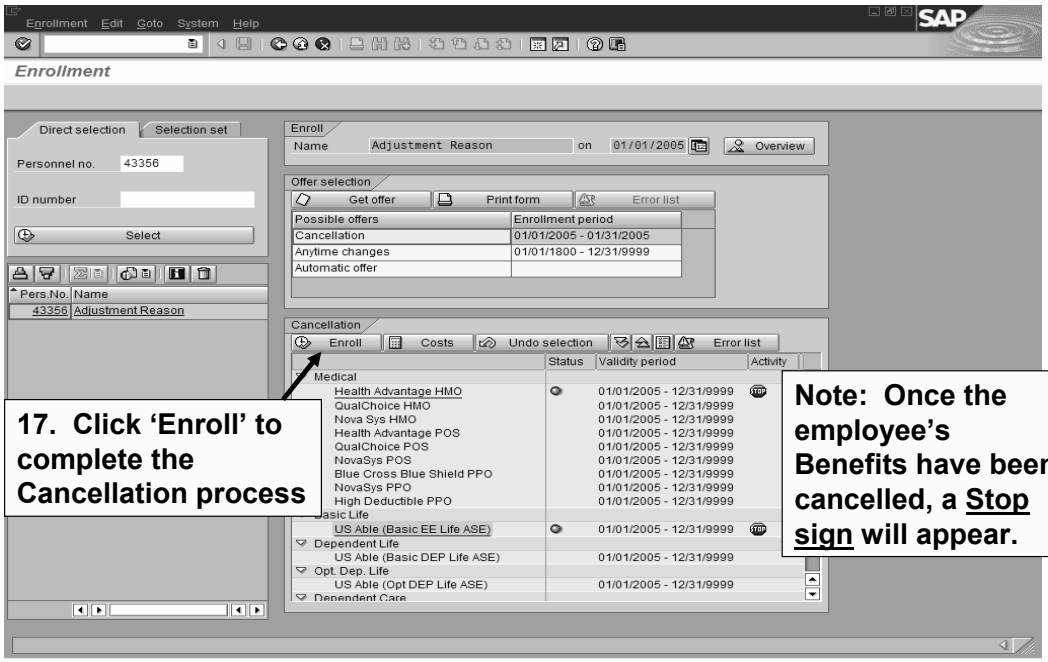
Adjustment Reason

Cancellation



Adjustment Reason

Cancellation

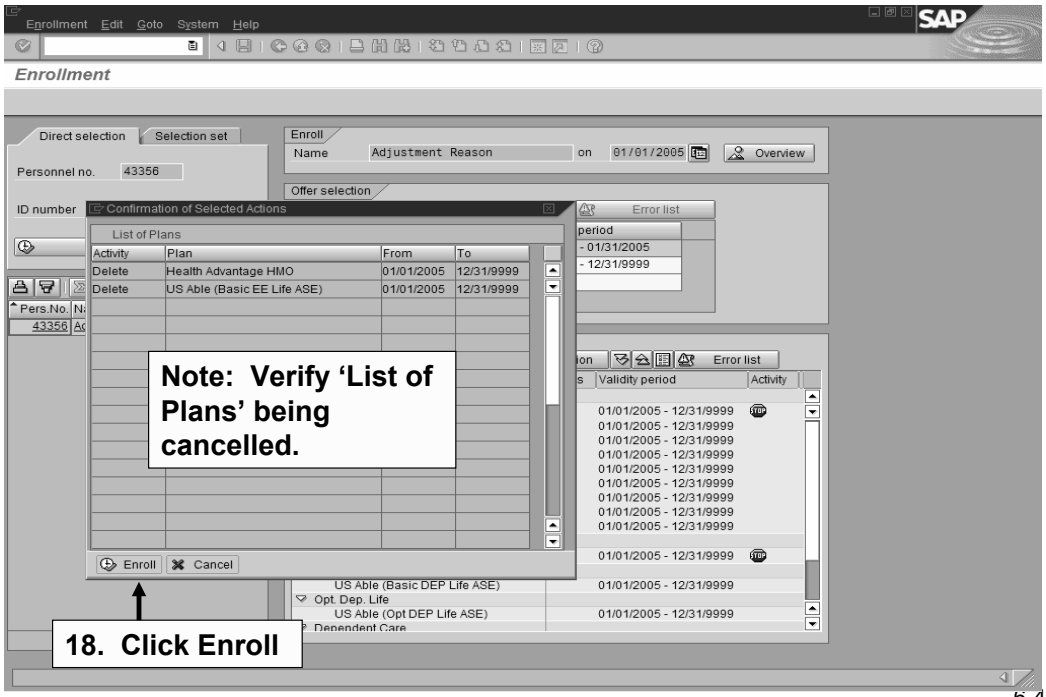


17. Click 'Enroll' to complete the Cancellation process

Note: Once the employee's Benefits have been cancelled, a <u>Stop sign</u> will appear.

Adjustment Reason

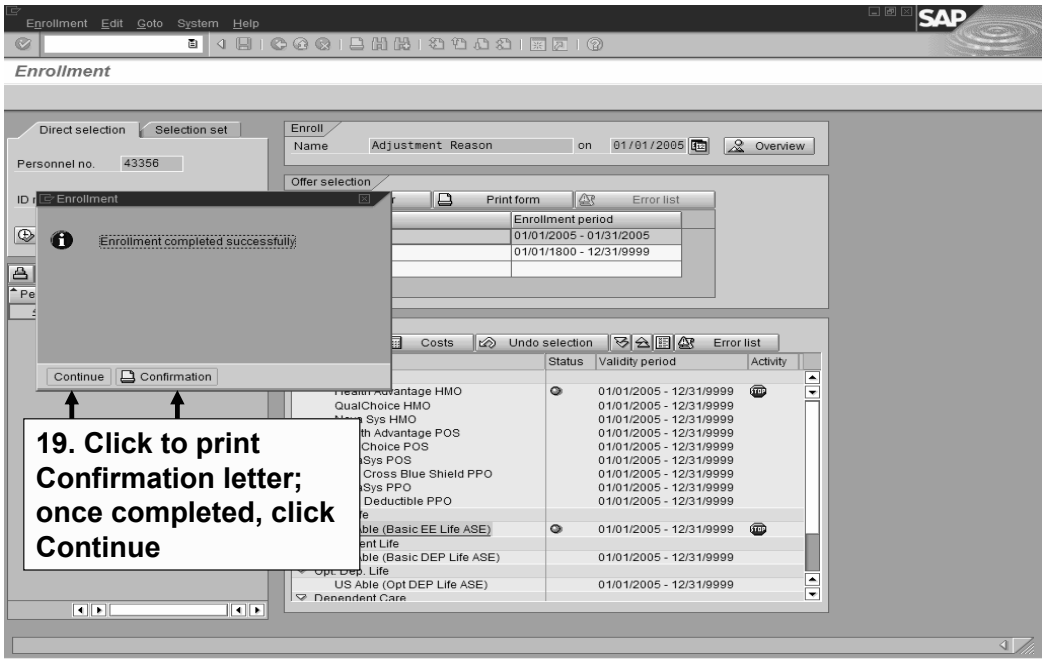
Cancellation



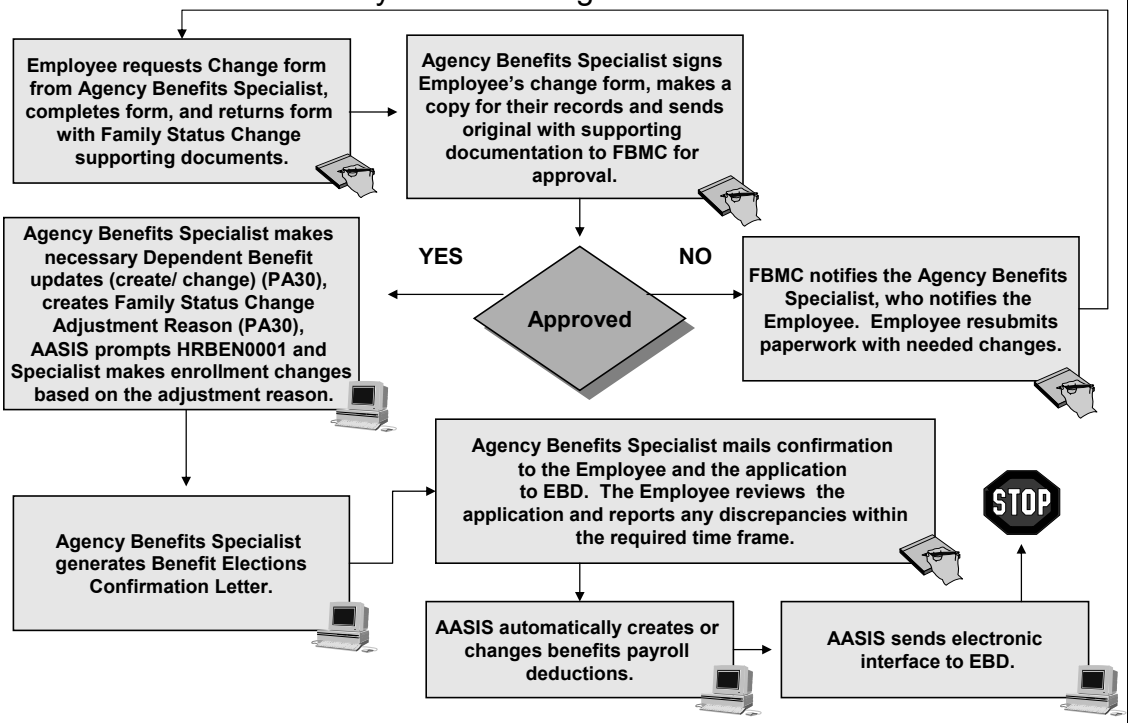
6-48

Adjustment Reason

Cancellation



Family Status Change Task Flow



Exercise

Scenario #7

- An employee has provided you with the appropriate paperwork to add their 1st child to their Health Plan. Once approved, enroll the Employee's 1st child in the requested Health Plan.

Demonstration

- **Adjustment Reason:**

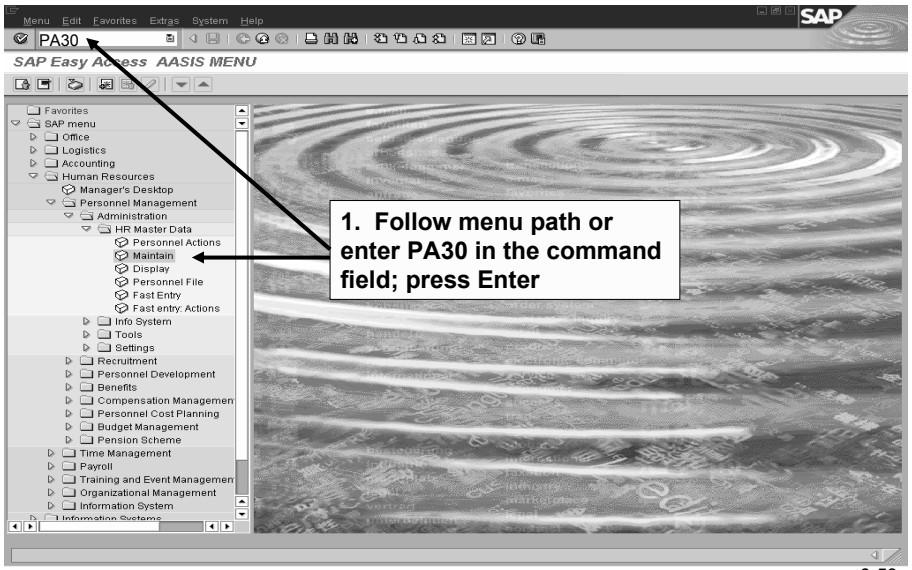
  (Family Status Changes)

Human Resources > Personnel Management > Administration > HR Master Data > Maintain (**PA30**)

Note: Consult EBD for rules regarding documentation and approval of Family Status Changes.

Adjustment Reason

Family Status Change

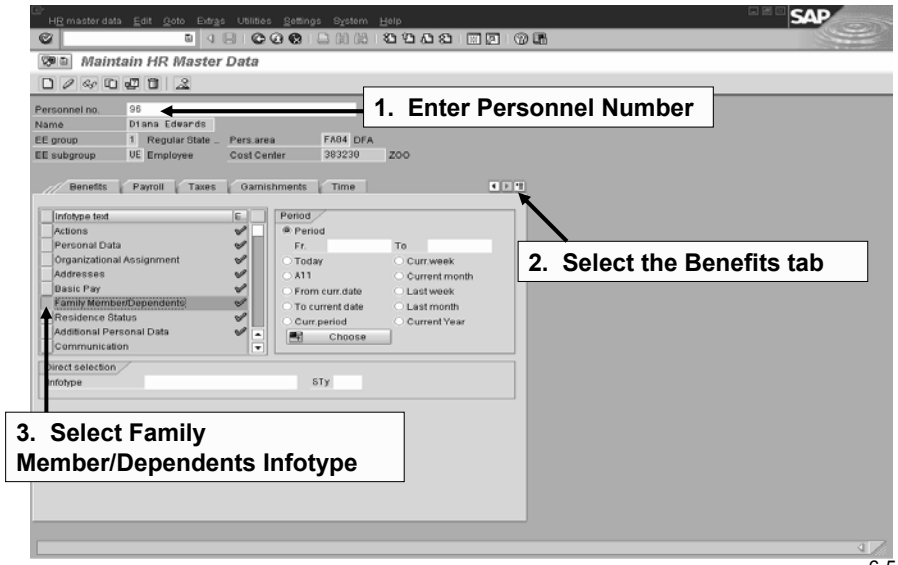


Menu Path: Human Resources>Personnel Management>Administration>HR Master Data>Maintain(PA30)

PA30-Maintain Master Data is used to update dependent records and create the Family Status Change Adjustment Reason.

Adjustment Reason

Family Status Change

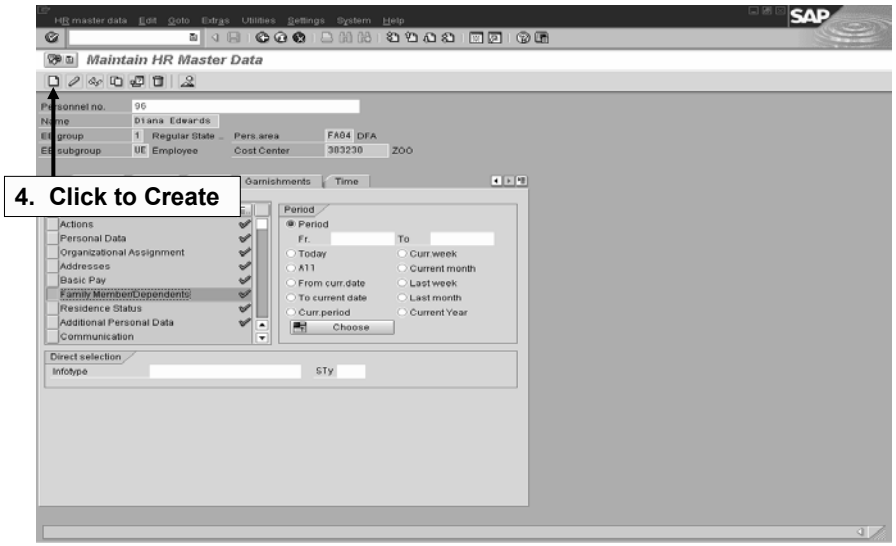


The Family Member/Dependents Infotype can be accessed using the Benefits tab or the Personal Data tab.

To access the Benefits tab, use left and right scroll buttons to locate.

Adjustment Reason

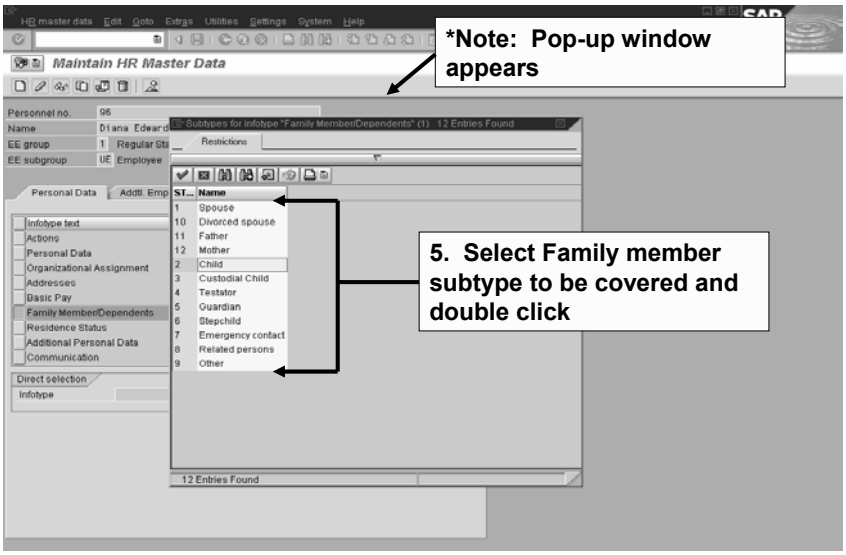
Family Status Change



4. Click to Create

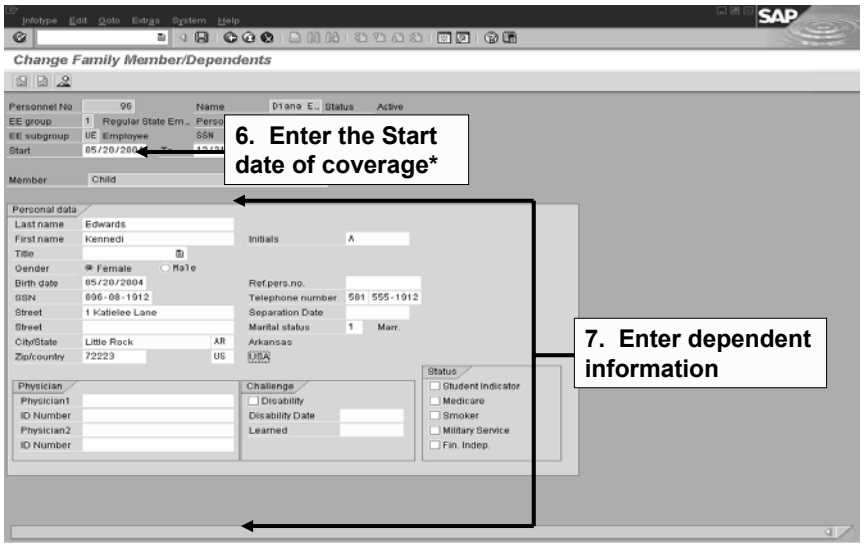
Adjustment Reason

Family Status Change



Adjustment Reason

Family Status Change



*For newborns, enter the DOB for the Start field and for the Birth Date field.

For other dependents that are to be added, enter the effective date of coverage.

The Name, DOB, and SSN are all required fields, the Physician information is also required for all HMO and POS Plans.

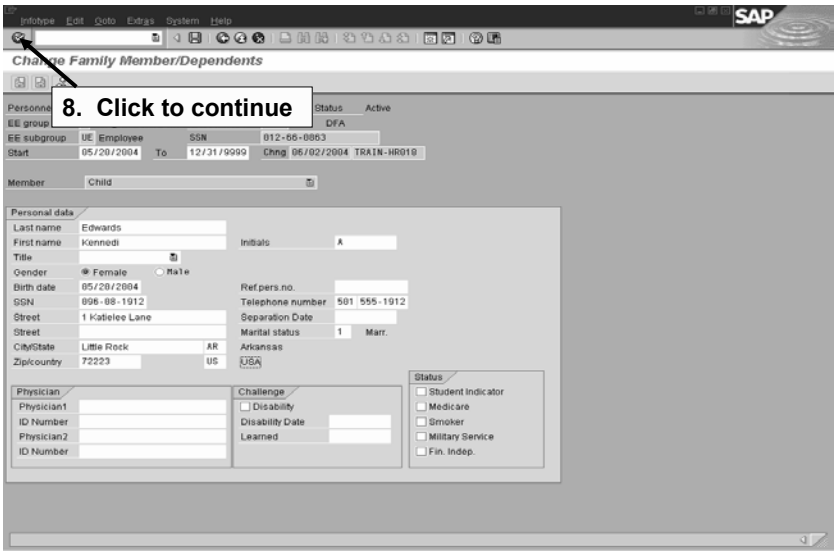
Note: For newborns, use a temporary SSN until permanent one is issued per EBD's instructions.

(Newborn default SSN: 888-(last 6 digits of the employee's SSN)

Twins: 888-88-(last 4 digits of the employee's SSN

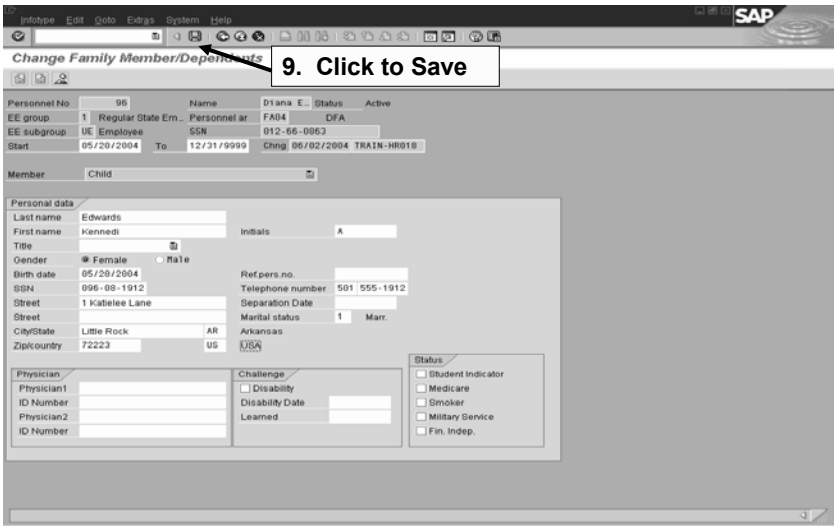
Adjustment Reason

Family Status Change



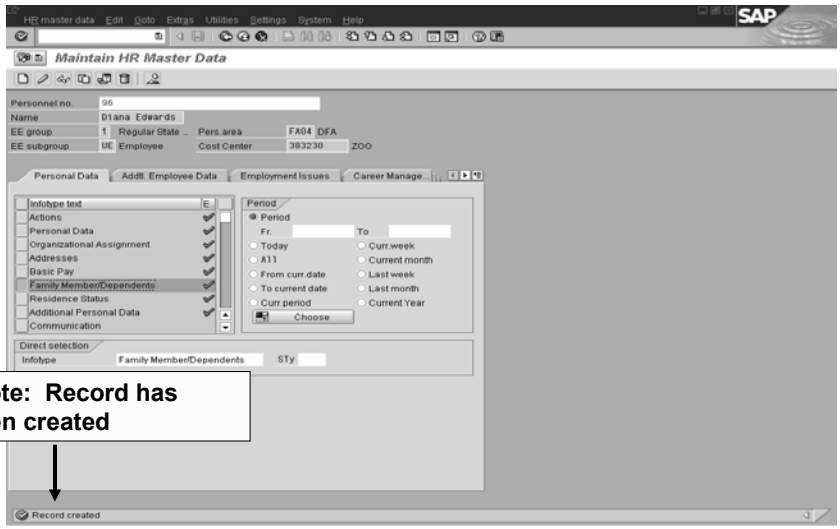
Adjustment Reason

Family Status Change



Adjustment Reason

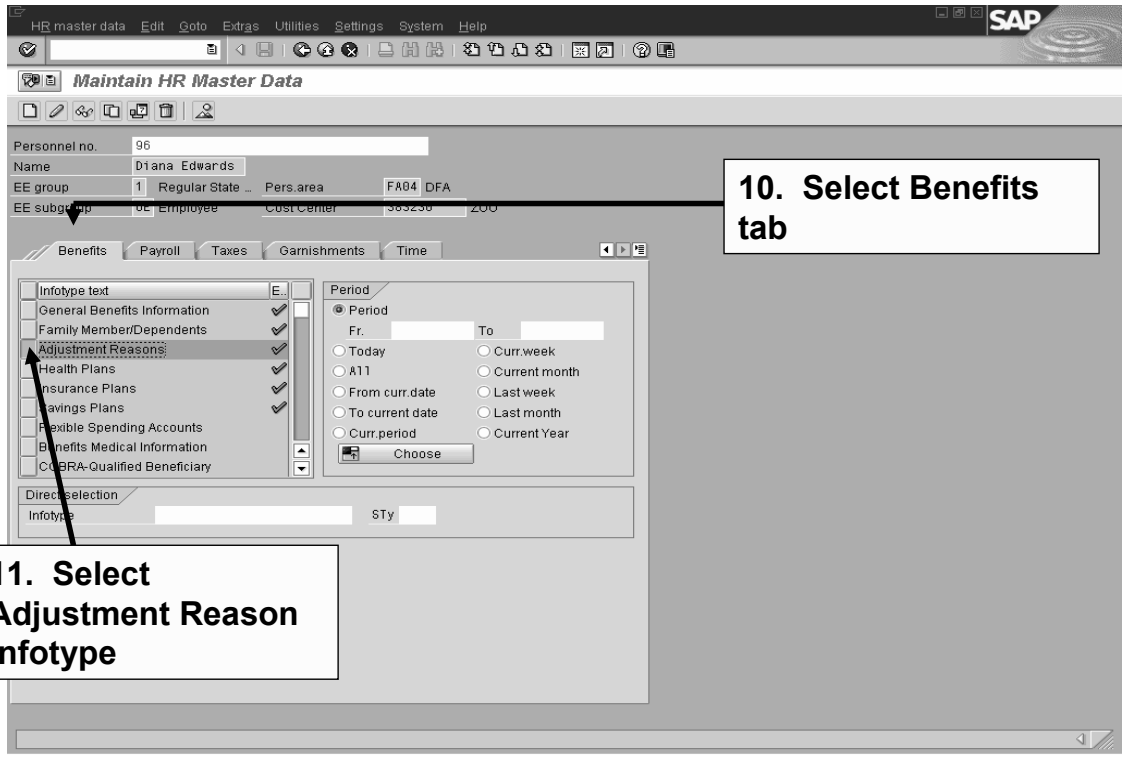
Family Status Change



***Note: Record has been created**

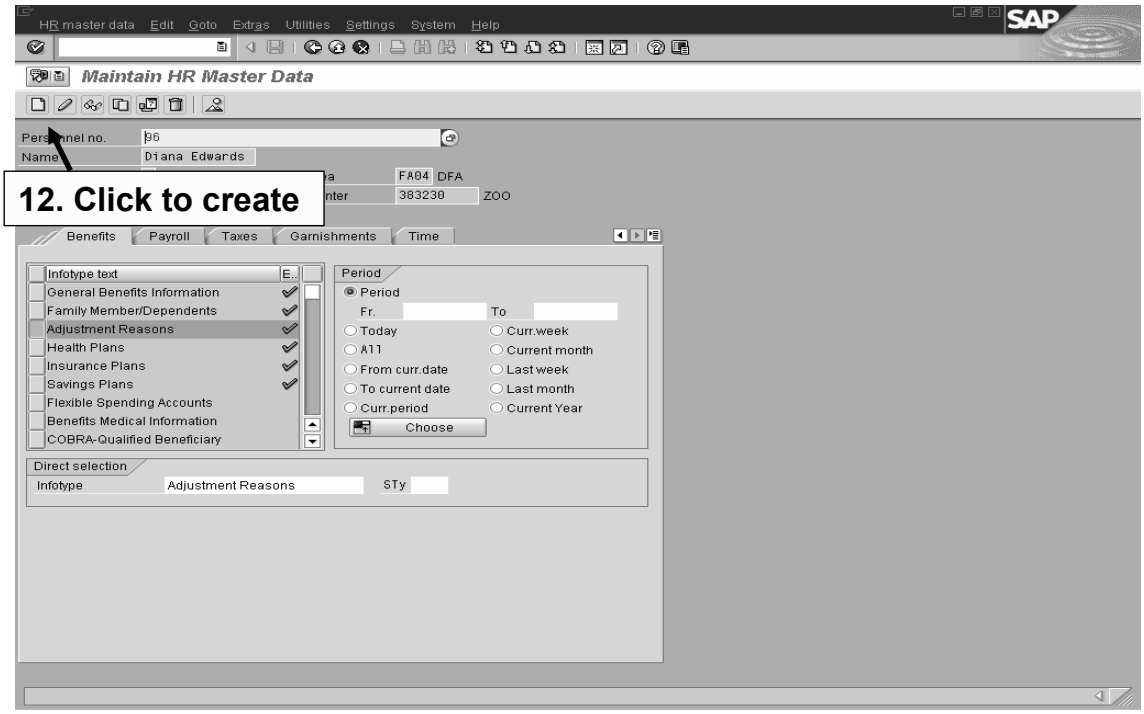
Adjustment Reason

Family Status Change



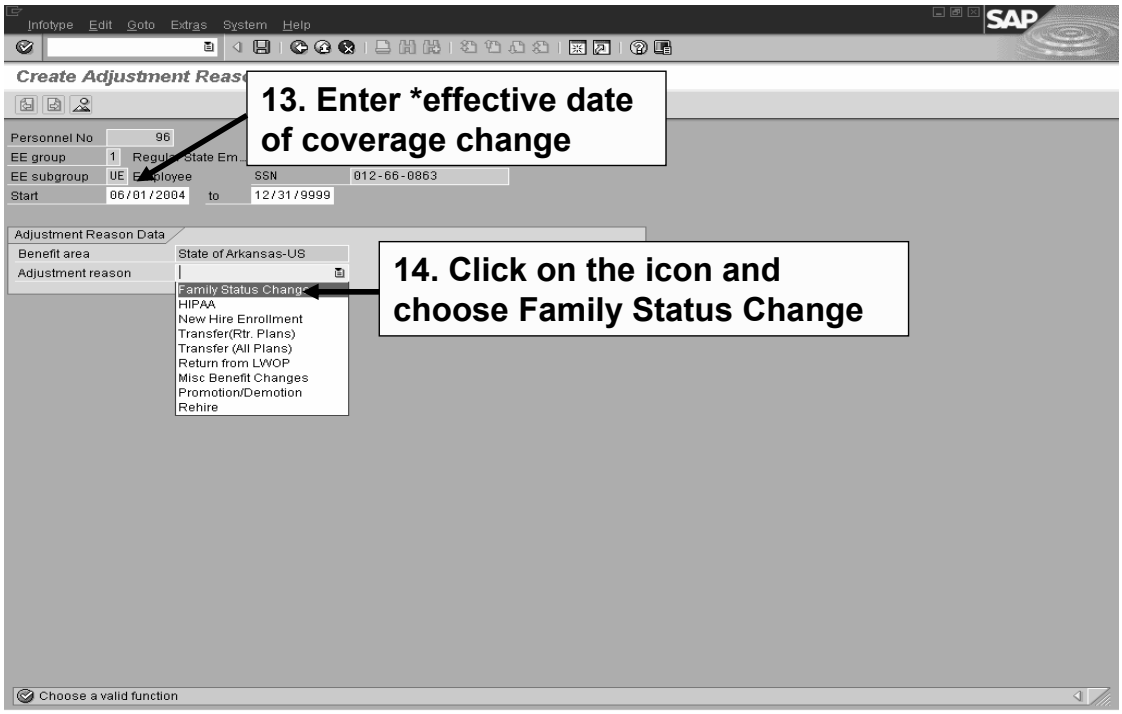
Adjustment Reason

Family Status Change



Adjustment Reason

Family Status Change

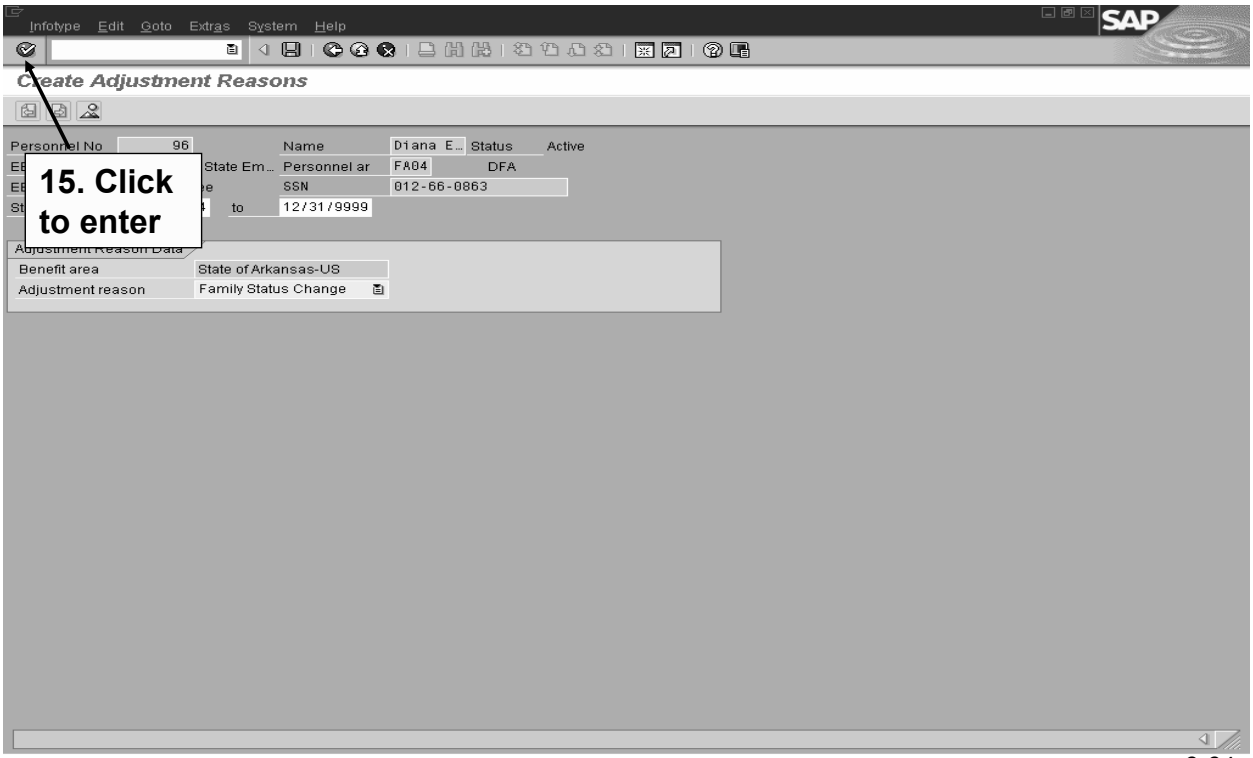


For Heath and Life coverage, consult EBD procedures and Tables of Important Dates. The effective date of coverage will always be on the first of the month, except for newborns.

*The effective date of coverage change is always the 1st of the month after the date of application, except for newborns which will be the date of birth.

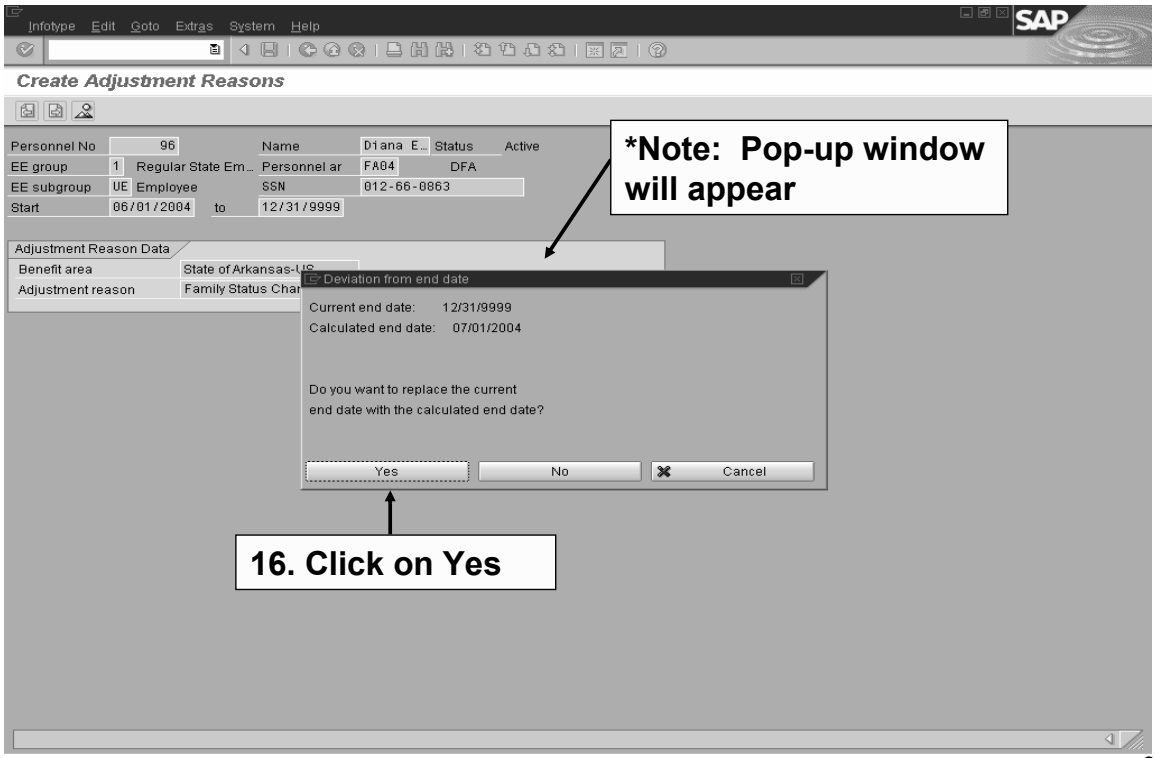
Adjustment Reason

Family Status Change



Adjustment Reason

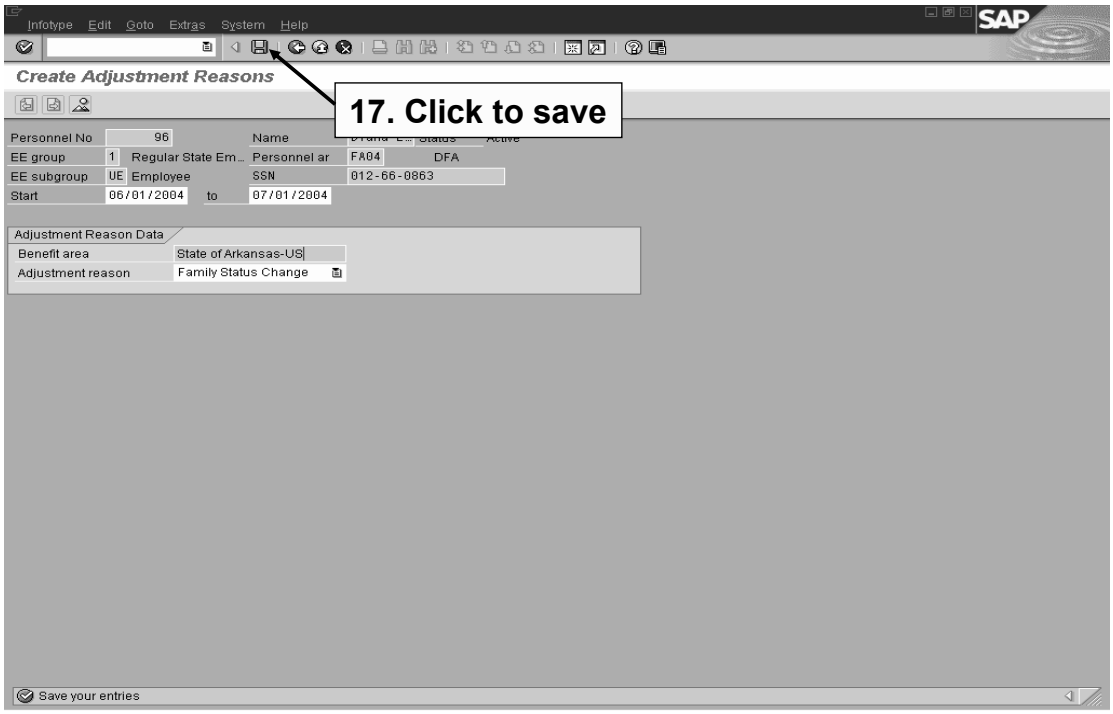
Family Status Change



Click Yes to replace the current end date with the new date, 30 days after the effective date of change of coverage.`

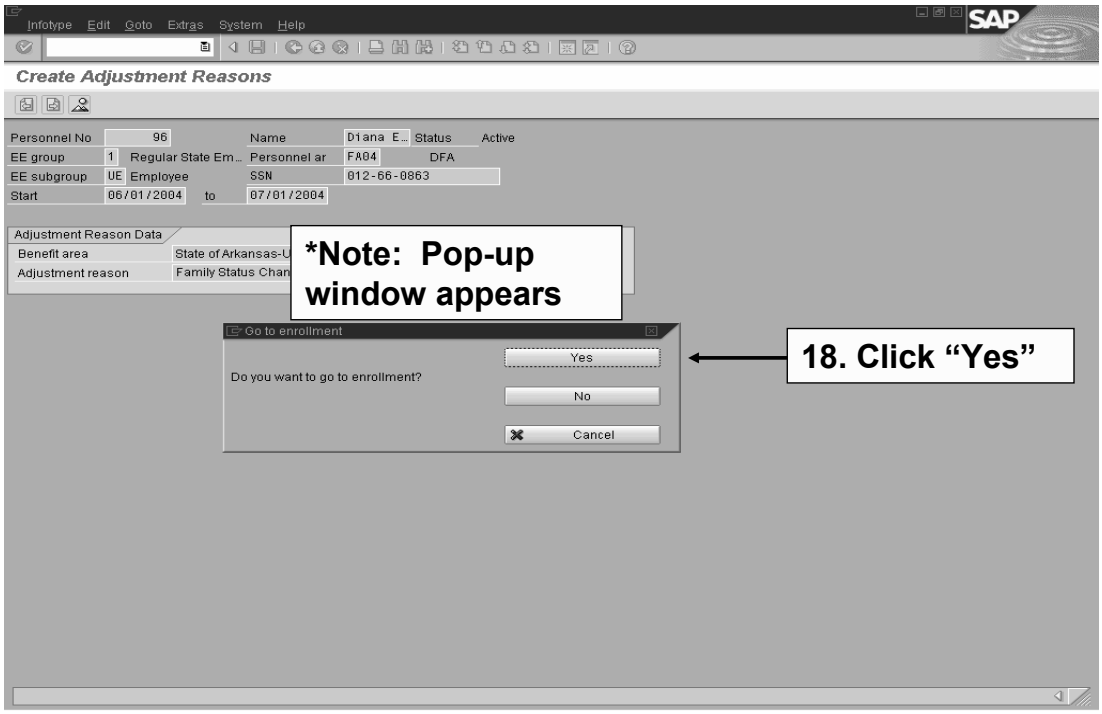
Adjustment Reason

Family Status Change



Adjustment Reason

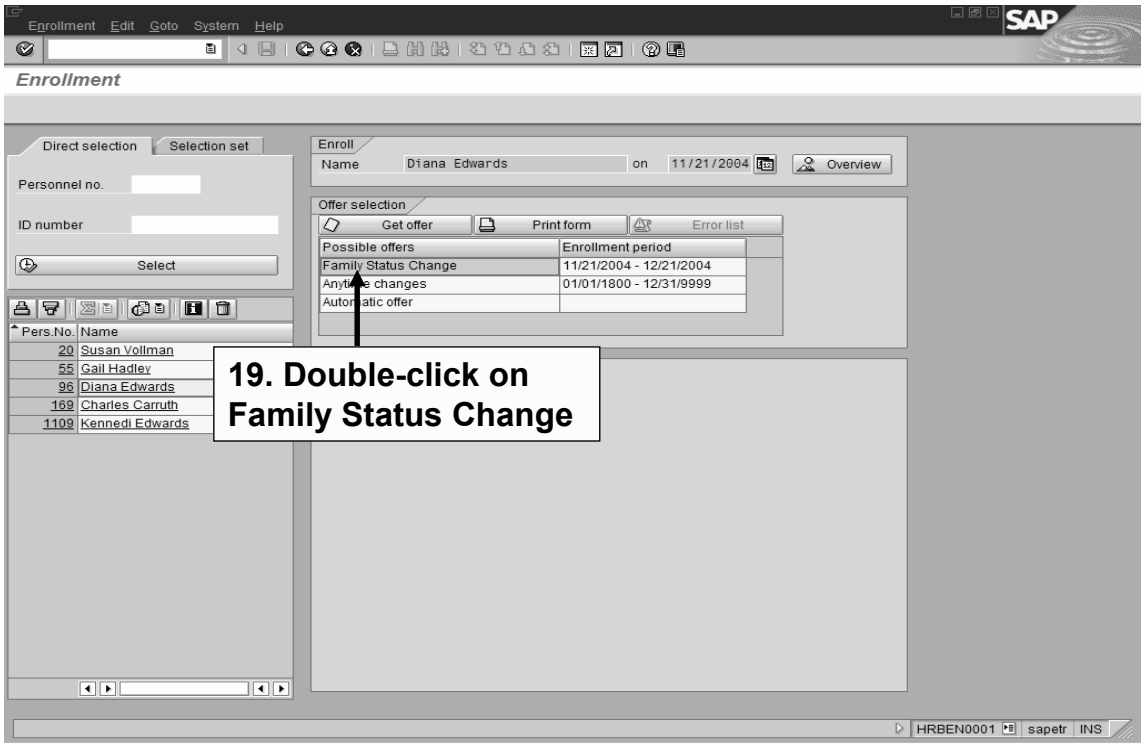
Family Status Change



Click 'Yes' to go to Enrollment

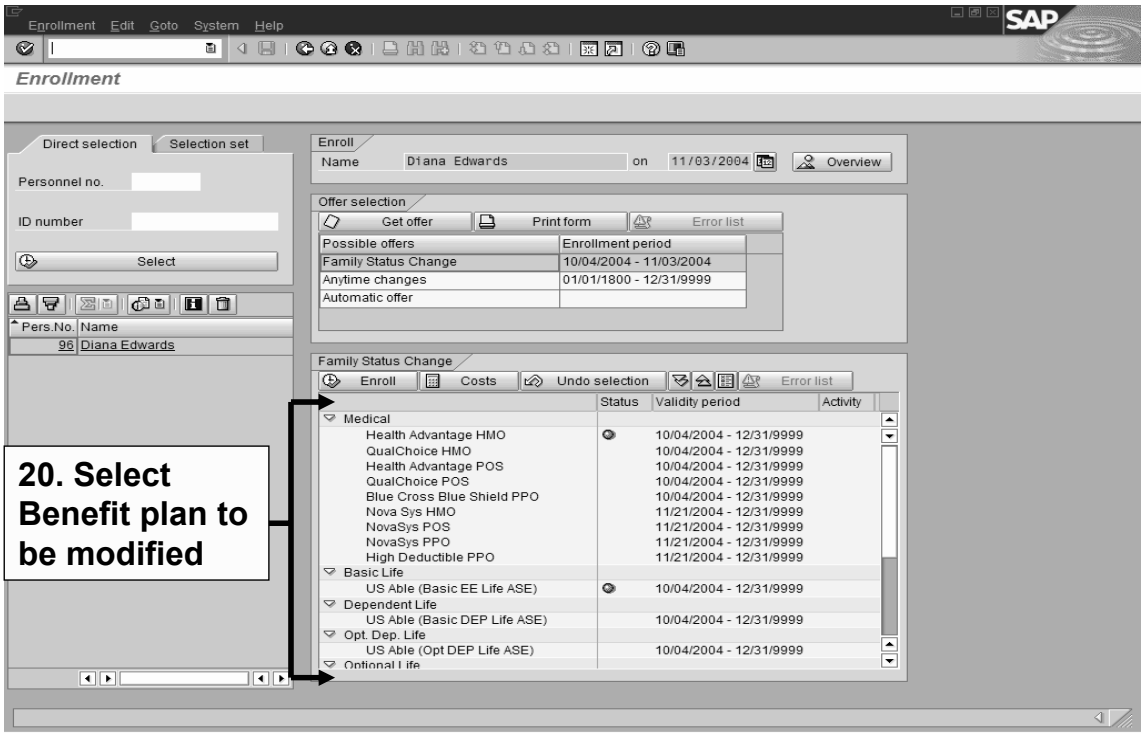
Adjustment Reason

Family Status Change



Adjustment Reason

Family Status Change

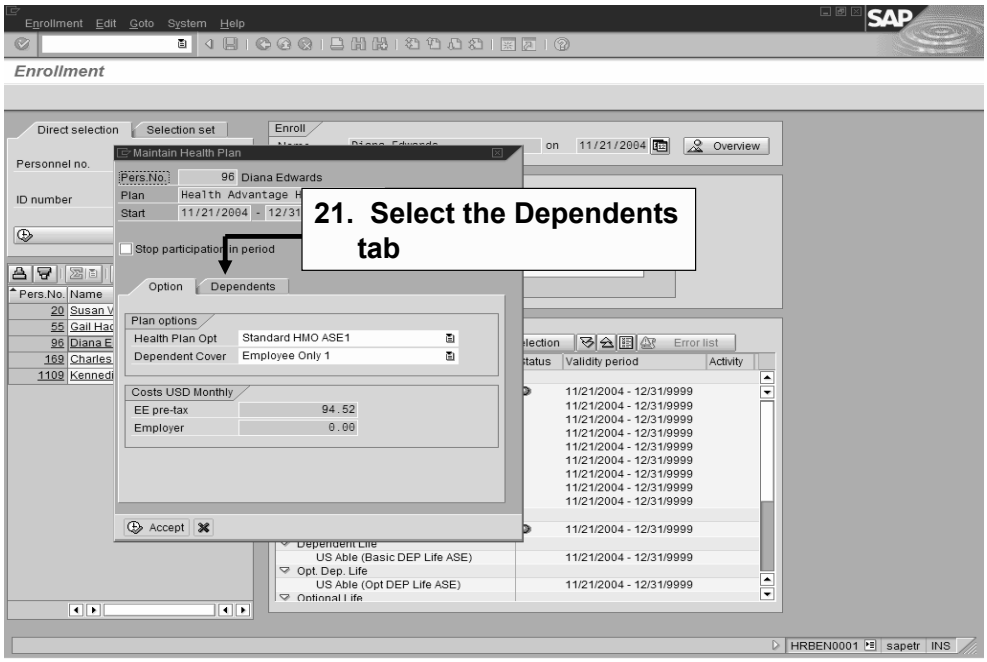


Select the Benefits Plan to be modified.

Plans enrolled in show a green radio button next to the name. Double click on the name of the desired plan.

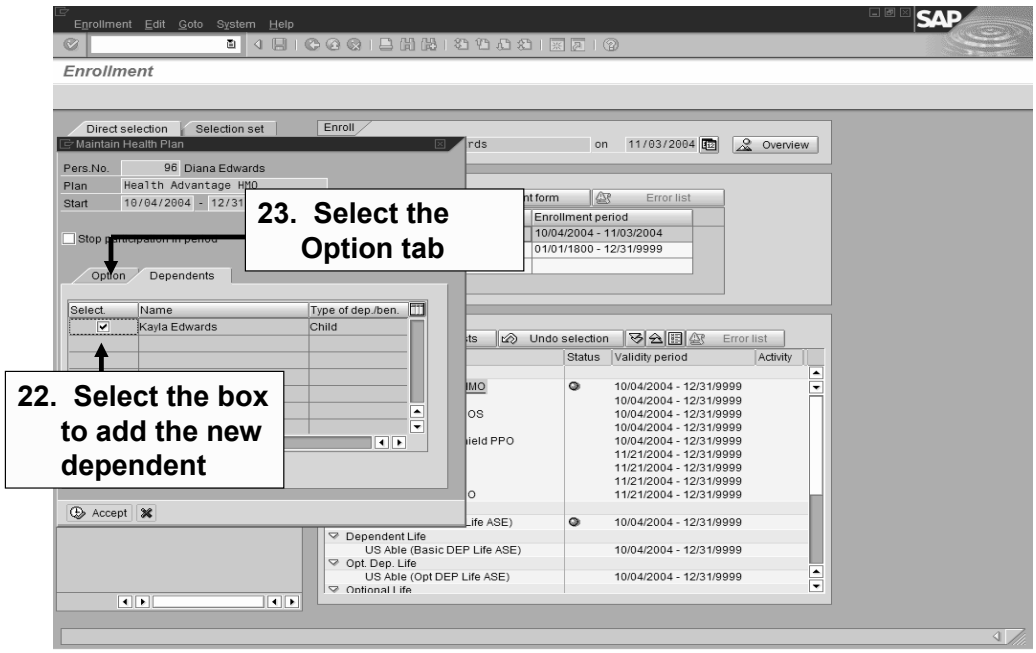
Adjustment Reason

Family Status Change



Adjustment Reason

Family Status Change



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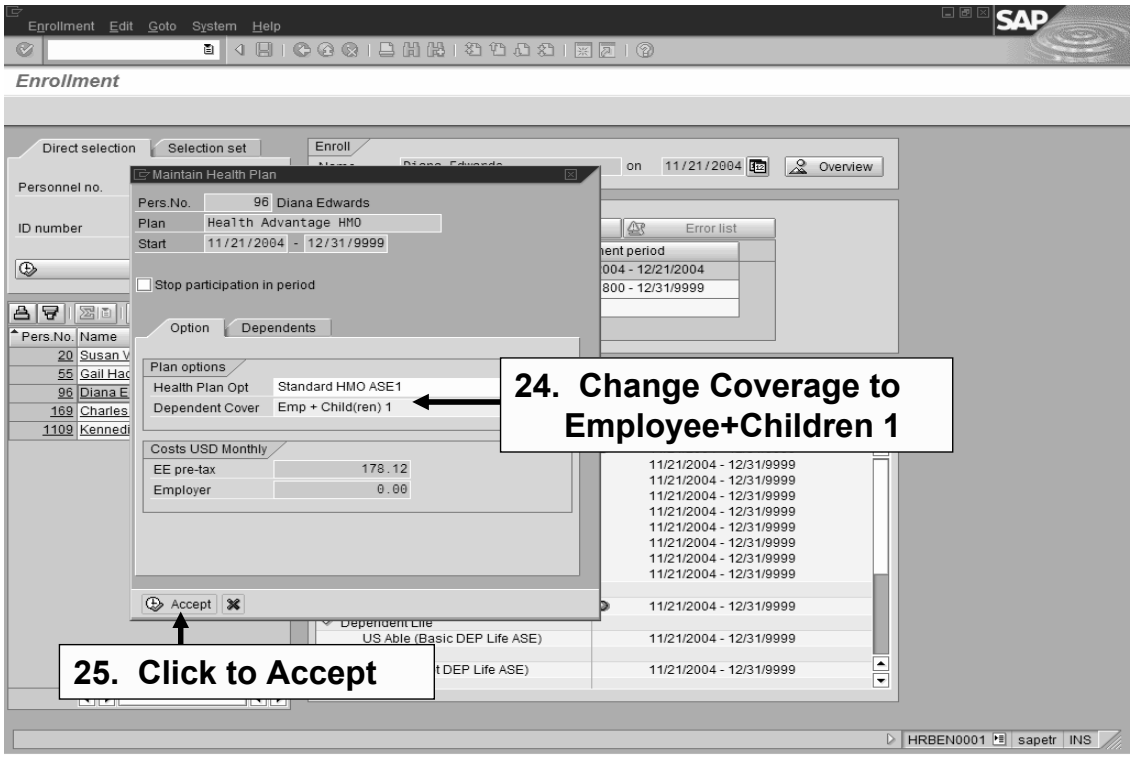
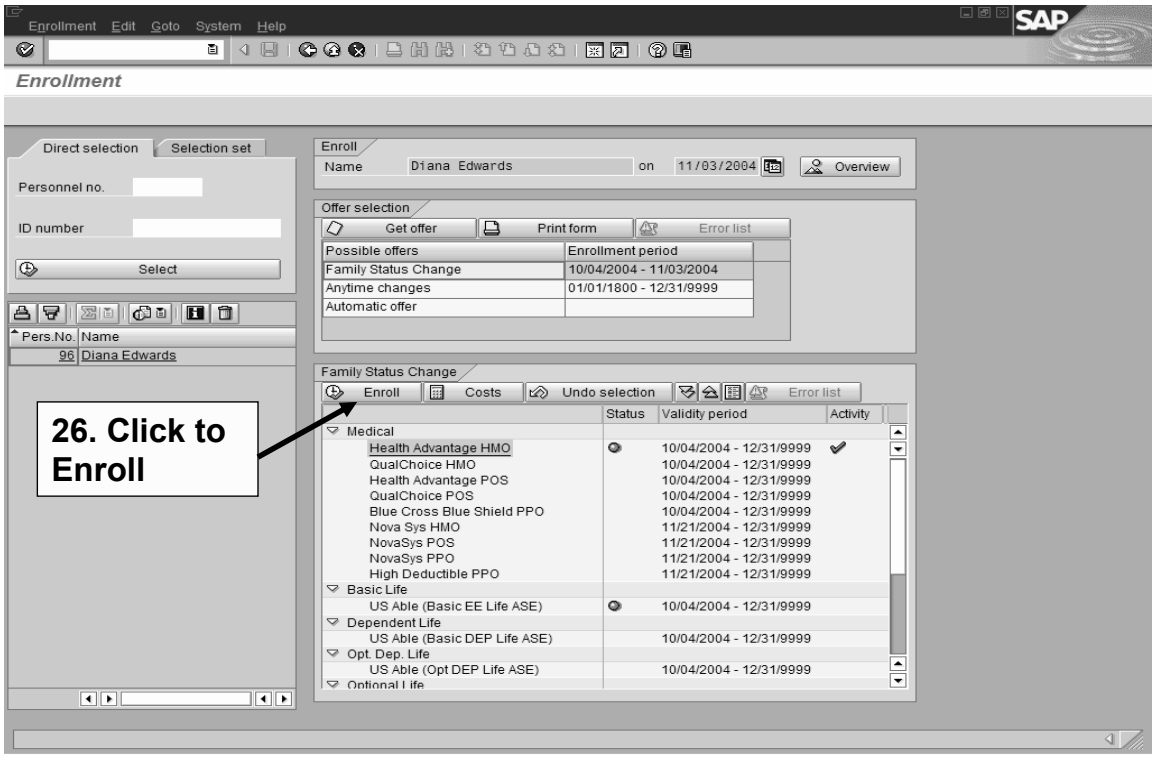
Adjustment Reason

Family Status Change



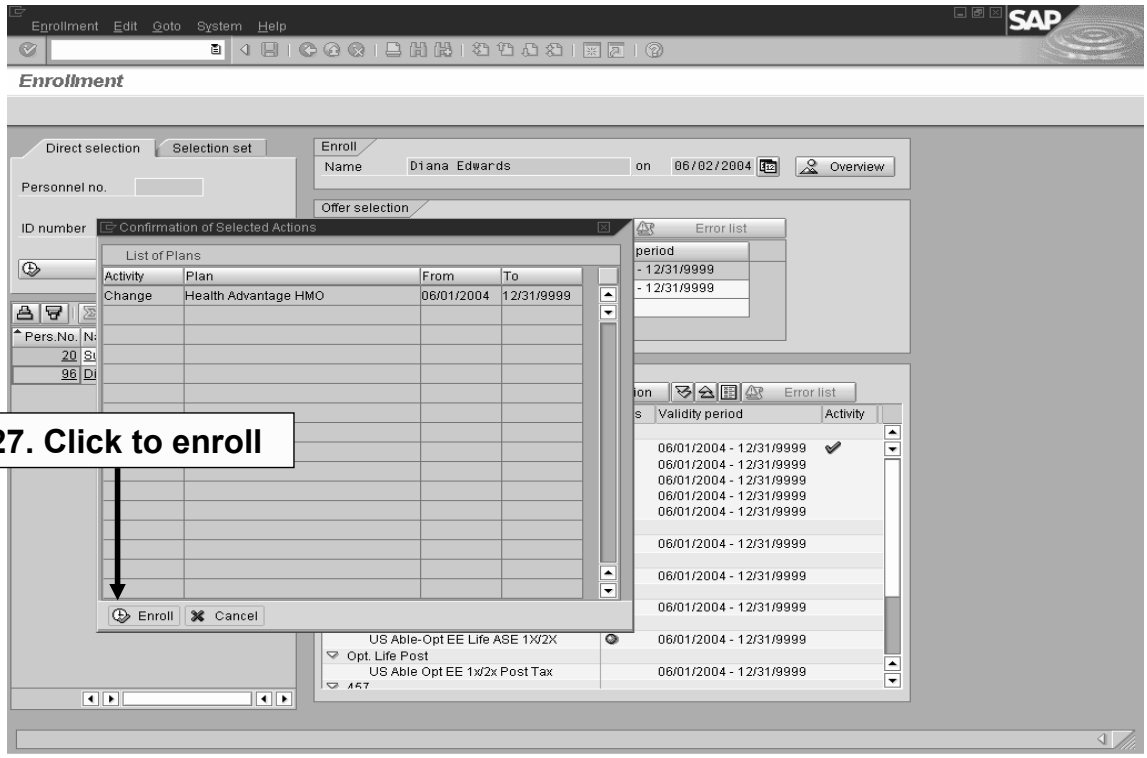
Adjustment Reason

Family Status Change



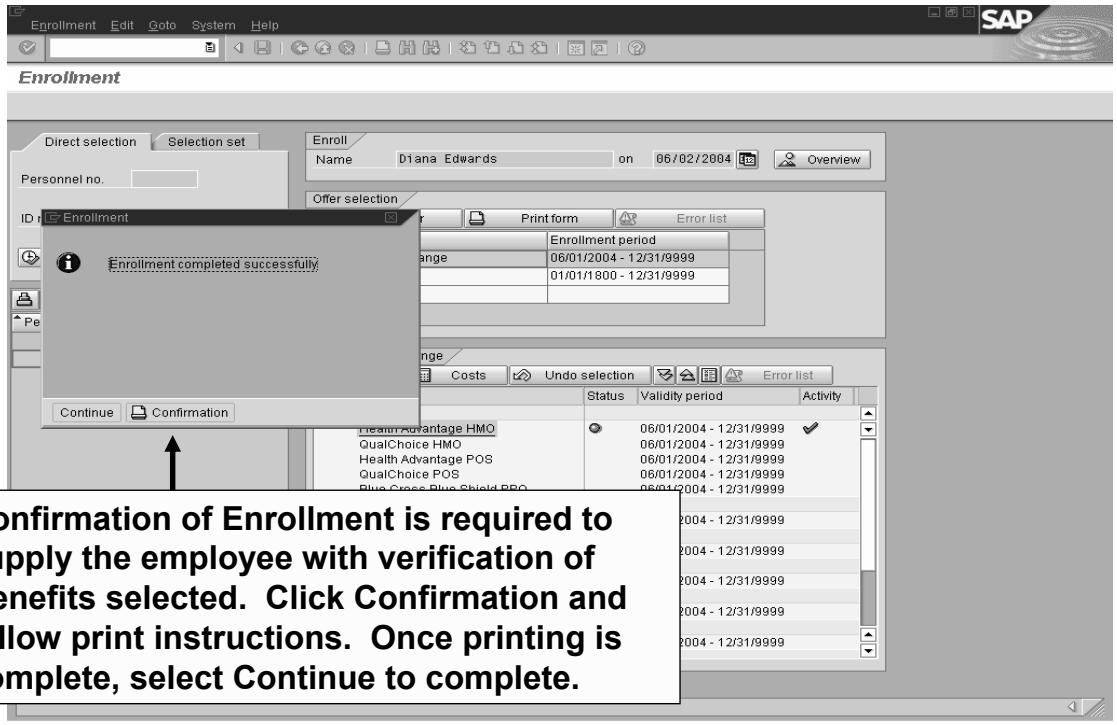
Adjustment Reason

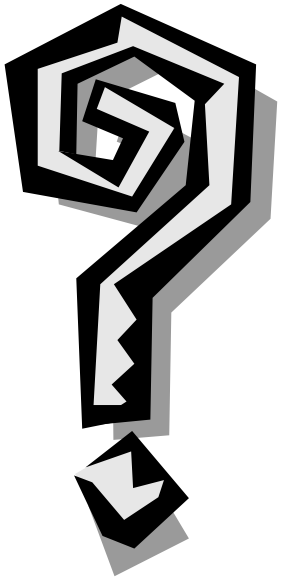
Family Status Change



Adjustment Reason

Family Status Change



Confirmation of Enrollment is required to supply the employee with verification of Benefits selected. Click Confirmation and follow print instructions. Once printing is complete, select Continue to complete.

Questions and Answers